

February 27, 1950

THE DIRECTOR

JOINT COMMITTEE

SUGGESTION NO. 360

EMPLOYEE: SAC R. B. HOOD  
LOS ANGELES OFFICE

CROSS REFERENCES ON FILES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

SUGGESTION: That in view of the fact there is a possibility that a Bureau file might be subpoenaed into court, that whenever there is a confidential sub-section to a file, the Field be instructed that the sub-section is not to be cross indexed on the cover of the main file.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee felt that it would not, in the last analysis, obviate the necessity of producing files in court, and the failure to cross reference a portion of the file might be considered as an attempted subterfuge and therefore be more harmful than helpful.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. 3/2/50. Present: Messrs. Tolson, Tracy, Mohr, Belmont, Clegg, Carlson, Rosen, Glavin, Ladd, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 68  
INDEXED - 68

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5 CIB/HF

comp # 323,013

THE DIRECTOR

March 3, 1950

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/9/61 BY SP-5 u/b

The Executives Conference of March 2, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, considered the request made personally by SAC Wilcox of the Seattle Office that a small panel truck be purchased for use in the Seattle Division on surveillances.

It was pointed out to the Conference that Mr. Wilcox had advised Mr. Glavin that the Seattle Office would have use for such a truck approximately five days a week; that the use of the regular Bureau owned automobile on such surveillances at all times may possibly result in the "making" of the car or cars on the surveillance. It was further pointed out to the Conference that Wilcox had stated that all offices could use such trucks in the regular work of the office.

Mr. Belmont pointed out that the New York Office has such a panel truck which is used only on a restrictive basis about two days a week since it would be very easy for a person being surveilled through such a radio to identify the surveilling vehicle. The Conference is of the unanimous opinion that no truck should be furnished to Seattle or other offices for the purposes enumerated by Mr. Wilcox.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 78

ENCLOSURE

CC: Mr. Mohr  
Mr. Clegg

66-2587-7572  
1



The Director

3-6-50

The Executives Conference

THOMAS J. SEYMOUR  
Director of Civil Service  
Commonwealth of Massachusetts  
FINGERPRINT MATTERS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 CIP/KP

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Rosen, Ladd, Carlson, Belmont, Harbo, Mohr and Tracy, on March 1, 1950, considered a request of Mr. Thomas J. Greenan, Director of Civil Service, Commonwealth of Massachusetts, that the Bureau handle Civil Service fingerprint cards of applicants for positions in the State of Massachusetts.

For the Director's information, Mr. Greenan was informed on the occasion of his visit to Washington on February 28, 1950, of the procedure followed in the handling of Federal Civil Service fingerprints, that is, that fingerprints of appointees only are handled; that it is the responsibility of the Civil Service Commission to handle applicants for jobs in such manner as they deem best.

The Executives Conference unanimously recommends that Mr. Greenan be advised that the Bureau will only handle fingerprints of persons actually offered an appointment to the Civil Service Commission of Massachusetts; that it will not be possible to handle the fingerprints of all persons who might apply for Civil Service jobs in that State.

For the Director's further information, it has been the Bureau's policy to handle fingerprints for local law enforcement agencies or state agencies wherever there is a state law, regulation or city ordinance requiring the fingerprinting of individuals applying for certain positions. For example, in Miami local ordinances require the fingerprinting of employees engaged in certain occupations; in Milwaukee it is required that persons seeking a license to sell magazines are fingerprinted; in the District of Columbia applicants for hacker's license or second hand stores are fingerprinted; in California applicants seeking to take the State Bar examination are fingerprinted. In accordance with state regulation, it would therefore be consistent to handle fingerprints of employees of the State of Massachusetts where the fingerprinting is done pursuant to state legislation or regulations. If approved, there is attached hereto a letter to SAC Soucy.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 69

EX-9

cc - Mr. Mohr  
Mr. Clegg

ATTN: Attachment

THE DIRECTOR

3-7-50

Executives Conference

PAPER WORK  
DIVISION FOUR

The Executives Conference on 3-2-50, with Messrs. Tolson, Glavin, Harbo, Tracy, Mohr, Belmont, Ladd, Rosen, Carlson, Nease and Clegg present, considered the following recommendation for the reduction of paper work in Division Four:

The recommendation was made by Mr. McGuire that there be eliminated the practice of preparing a memorandum at the conclusion of each special tour taken by tour leaders except in those cases where it is necessary to take some subsequent action, such as, forwarding photographs or where it is otherwise obvious that it would be desirable to make a memorandum concerning the matter due to the identity of those taking the tour or any special circumstances or comments during the tour. Mr. Nichols had expressed disapproval of the suggestion since a good percentage of the memoranda of this type is of special interest to Mr. Tolson and the Director.

The Conference unanimously concurred with the recommendation of Mr. McGuire that no such memoranda be automatically prepared unless a special reason exists. This is for the purpose of reducing paper work which seems to be unnecessary in these instances unless a special reason exists therefor.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/19/91 BY SP-5 CJB/DR

EX-125

RECORDED - 22

INDEXED - 22

MAR 9 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

10-10-50

THE DIRECTOR

March 6, 1950

THE EXECUTIVES' CONFERENCE

The Executives' Conference of March 3, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy and Glavin, considered the over-all process in the handling of technical equipment not now being actively used in the field.

It was pointed out to the Conference that an inquiry has been received from San Diego to the effect that their office has four Dial Recorders and one Presto 3D Recorder not now being used.

The Conference is of the unanimous opinion that this equipment should not be returned to Washington as surplus but should be maintained in the field. A communication to that effect is attached hereto addressed to the San Diego Division.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

CC- Mr. Mohr  
Mr. H. H. Clegg

WRC:pjd

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CIP/HR

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

EX-125

RECORDED - 22  
INDEXED - 22

66-2534-7575

THE DIRECTOR

3-6-50

EXECUTIVES' CONFERENCE

UNDEVELOPED LEADS

There has been a growing tendency to set out as an undeveloped lead a request to all field offices to make checks at all Credit Bureau or at principal law enforcement agencies. This is one of those catch all leads which is set out upon review of an investigation by the office of origin; or it is set out in other reports where the Agent feels that in order to exhaust all possibilities this lead should be set out, or it may be requested in a letter to all field offices.

The SAC of the office to which the lead is directed may decline to cover the lead and so advise the office of his reasons. In most instances a lot of time is spent covering these leads even though the SAC may have a right to refuse to handle them for some justifiable reason.

RECOMMENDATION:

In view of the above mentioned situation it is recommended that in the future prior Bureau approval must be obtained for undeveloped leads which are to be set out for all field offices. A proposed Bulletin is attached.

This was unanimously approved by the Executives' Conference.

Respectfully  
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 C/bmp

Attachment

AB:PP

RECORDED - 80

INDEXED - 80

EX-125

65-2554-7576

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

1720

SUGGESTION NO. 357

SAVINGS: None

EMPLOYEE: SA DUDLEY S. NORTH  
INDIANAPOLIS OFFICE

AWARD: None

*fin*  
TERRITORIAL ALLOCATION LIST

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Schmitt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/9/90 BY SP-5 CJB

SUGGESTION: That when the Territorial Allocation List is next prepared, letters indicating the various Federal Judicial Districts, such as EDI for Northern District of Indiana, be included after the name of each county, in order to assist in setting forth undeveloped leads, routing of copies of reports to United States Attorneys and other possible means in the routing field.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was the unanimous opinion of the Joint Committee that this change in the set up of the Territorial Allocation List is neither necessary nor desirable. It was felt that field personnel should be sufficiently familiar with the field office territories that such data would not be necessary.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3/2/50, consisting of Messrs. Tolson, Carlson, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, Glavin and Clegg, was unanimously opposed to the suggestion for the reasons stated.

Respectfully,  
For the Conference

*4*  
Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

*cc:* Mr. Clegg  
Mr. Mohr

RECORDED - 68

INDEXED - 68

66 2554-7577

THE DIRECTOR

February 26, 1950

JOINT COMMITTEE

SUGGESTION NO. 390

ACKNOWLEDGEMENT OF SUGGESTIONS

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McFee  
E. Schmidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 CJP/STP

**SUGGESTION:** The Joint Committee recommends that the Bureau's procedure of acknowledging suggestion letters upon their receipt be discontinued.

Up until a few months ago, the procedure was, and the Field had been so advised, that upon the receipt of a suggestion it would be considered in the usual manner, it would not be acknowledged, and in the event the suggestion were adopted the indication of this fact would appear in a subsequent SAC Letter, Bureau Bulletin or Manual change, and the employee would thus observe that the suggestion had been adopted. A few months ago the Bureau resumed the practice of acknowledging suggestions upon their receipt, and the suggestion herewith is that this practice be discontinued.

- ADVANTAGES:**
1. The letters are merely routine, not informative and merely a simple acknowledgment of the suggestion, the suggestion itself being repeated in substance in the acknowledgment.
  2. Any assumed stimulation of pride or improved morale based upon such a form type of letter is highly speculative, and is believed to be of considerable less value than the cost and time involved in the preparation of such a routine acknowledgment.
  3. Cost, expense, time and stenographic shortages are involved.

**DISADVANTAGES:**

1. A common courtesy that is a good personnel practice would be relinquished.
2. One isolated instance has arisen which would have made it advantageous for the suggestion to have been acknowledged.
3. An employee who is sufficiently interested to make a suggestion for the approval of the Bureau is entitled to a letter of appreciation.

**JOINT COMMITTEE RECOMMENDATION:** Unanimously favorable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

5 MAR 13 1950

INDEXED - 125  
RECORDED - 125

EX - 8

66-2554-7578

13821

EXECUTIVES CONFERENCE CONSIDERATION:

At the Executives Conference on 3/2/50, consisting of Messrs. Tolson, Carlson, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, Glavin and Clegg, Mr. Harbo and Mr. Clegg agreed with the Joint Committee recommendation that these routine acknowledgments be discontinued for the purpose of saving paper work.

All other members of the Conference felt that suggestions should be acknowledged as at present.

All members of the Conference unanimously recommended that in the future when suggestions are made by Agents and submitted to the Bureau by the SAC, that the acknowledgment should go to the Agent making the suggestion and not to the SAC.

Respectfully,  
For the Conference

4  
Clyde Tolson



3-7-50

THE DIRECTOR  
Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/9/91 BY SP-5 CJP/BP

PAPER WORK  
ADMINISTRATIVE DIVISION

The Executive Conference on 3-2-50, with Messrs. Tolson, Glavin, Harbo, Tracy, Mohr, Belmont, Ladd, Rosen, Carlson, Nease and Clegg present, considered the following recommendations for the reduction of paper work in the Administrative Division:

(1) The Conference considered and recommended unanimously unfavorable concerning the suggestion of Mr. Nichols that when in one division a memorandum is prepared showing improper personnel action or a personnel situation, which statement of facts is followed by the recommendation of the Assistant Director, the rewriting and preparation of an additional memorandum by the Personnel Office be discontinued when the actions involved in the personnel situation have been completely covered by the first memorandum prepared.

The reason for the unfavorable recommendation was that, in addition to the information furnished in the original memorandum calling attention to the dereliction and making a recommendation, the Personnel Office also includes background information concerning the employee, makes a further evaluation of the activities and circumstances and next makes its own recommendation as to action that they believe should be taken. This recommendation from the Personnel Office, it was believed, together with the background information supplied, justified the incorporating of the data previously submitted in one memorandum for the convenience of the Director and Mr. Tolson. Also, the Personnel Office can establish a greater degree of uniformity in making recommendations concerning similar delinquencies on the part of personnel.

(2) It was unanimously recommended that the attached memorandum be sent to the various Assistant Directors advising them that in requesting services of the Administrative Division, all requests for service may be made by telephone rather than by memoranda except when such services involve the furnishing of equipment or repairs to desks, file cabinets, and furniture since the Administrative Division must furnish a memorandum to the Department of Justice for such repairs and must pay for this work. It would not be necessary to prepare a memorandum, however, when requesting that windows be washed, floors be waxed, light bulbs be repaired and other similar services which may be handled by telephone. This, it was felt, would reduce to some extent paper work in making formal requests of this type.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment  
cc-Mr. Mohr  
Mr. Clegg

ENCLOSURE

INDEXED - 125

RECORDED - 125  
Respectfully,  
For the Conference

Clyde Tolson

66-2554-7579

MAR 13 1950

THE DIRECTOR

3-7-50

EXECUTIVES' CONFERENCE

ORIGINAL INTELLIGENCE REGARDING

NON-BUREAU CASES

It was suggested that a letter go to all Special Agents in Charge requesting that they inform the Bureau by teletype of any big non-Bureau cases which may receive local widespread publicity and subsequently develop into cases ranging beyond the local area in interest. This was suggested because of the possible tie-up that presumably could develop involving the subjects in the local non-Bureau case with a case under the Bureau's jurisdiction.

Whenever one of these cases occurred there always develops considerable local publicity and, therefore, it was thought this information should be sent to the Bureau.

The Executives' Conference unanimously recommended that this not be approved. The result would be a flood of teletypes to the Bureau from 52 offices and the possibility of these cases developing into a case which is under the Bureau's jurisdiction at this time is, upon the basis of past experience, rather remote. This, of course, takes into consideration that there are local rapes, robberies, murders and other local offenses of considerable public interest but which do not develop into any matter which subsequently comes within the jurisdiction of the Bureau. Under the circumstances it was thought that our present system of checking in those specific cases with the field offices where the circumstances warrant is satisfactory and that there should be no change in our present policy.

Those in attendance were Messrs: Tolson, Ladd, Carlson, Nichols, Clegg, Belmont, Mohr, Harbo, Tracy, Glavin and Rosen.

Respectfully  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 C/SMP

Clyde Tolson

RECORDED - 125  
INDEXED - 125

166-2554-7580

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

58 MAR 13 1950

(Typed March 2, 1950)

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL

Letter to All Special Agents in Charge:

Re: CRIMINAL INTELLIGENCE REGARDING  
NON-BUREAU CASES

Dear Sir:

DECLASSIFIED BY SP-5CIB/HP  
ON 5/9/91

The Bureau wants to be informed of local cases which attract considerable attention because the perpetrators may have been involved in Bureau cases. It is recognized that criminals do not always confine themselves to purely local offenses or to purely Federal offenses. As a consequence, the perpetrators of an offense not within the Bureau's jurisdiction may be suspects in connection with matters handled by the Bureau.

If the offense is of such an aggravated nature, or the loot of such great value, that the case will attract considerable public attention, there is often some speculation about a connection between the current cases and unsolved cases. The Bureau is not in a position to intelligently answer inquiries from the press or others unless we are immediately informed of these major offenses. While in many instances there may be no occasion for the Bureau to comment, that is not always the case. Every Field office should, therefore, keep the Bureau advised concerning major offenses which may get such prominent publicity locally that similar publicity may be expected all over the country.

The information should be supplied to the Bureau in a brief teletype outlining the offense and identifying any suspects. Following the submission of this teletype, we should maintain police liaison in order to obtain any background data concerning suspects and to be advised of developments by the police. This police liaison should be handled on a regular day to day, routine business relationship so that there will be no impression created in the public mind that the FBI is investigating the case.

Very truly yours,

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Room \_\_\_\_\_

CCS:MG/MB

RECEIVED-TOLSON  
FBI  
MAR 7 7 06 PM '50  
U.S. DEPT. OF JUSTICE



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

IN REPLY, PLEASE REFER TO

FILE NO. \_\_\_\_\_

(Typed March 2, 1950)

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL

Letter to All Special Agents in Charge:

Re: CRIMINAL INTELLIGENCE REGARDING  
NON-BUREAU CASES

Dear Sir:

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Very truly yours,

John Edgar Hoover  
Director

(Typed March 2, 1950)

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL

Letter to All Special Agents in Charge:

Re: CRIMINAL INTELLIGENCE REGARDING  
NON-BUREAU CASES

Dear Sir:

The Bureau wants to be informed of local cases which attract considerable attention because the perpetrators may have been involved in Bureau cases. It is recognized that criminals do not always confine themselves to purely local offenses or to purely Federal offenses. As a consequence, the perpetrators of an offense not within the Bureau's jurisdiction may be suspects in connection with matters handled by the Bureau.

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The information should be supplied to the Bureau in a brief teletype outlining the offense and identifying any suspects. Following the submission of this teletype, we should maintain police liaison in order to obtain any background data concerning suspects and to be advised of developments by the police. This police liaison should be handled on a regular day to day, routine business relationship so that there will be no impression created in the public mind that the FBI is investigating the case.

Very truly yours,

John Edgar Hoover  
Director

5/9/51  
sf-5a-bmf

THE DIRECTOR

3-8-50

Executives Conference

~~POLICE ASSOCIATION~~

The Executives Conference on 3/7/50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, unanimously recommended that at the next Convention of the IACP to be held at Colorado Springs, Colorado, the following be designated as Bureau representatives to attend: *October 7-12*

- (1) SAC McKee - because of the size and importance of his delegation and his experience justifies his selection;
- (2) SAC Rhodes - who is well known in the Wisconsin and Minnesota areas and has had experience previously at the Duluth Convention;
- (3) SAC McSwain - the Larry Benson-Jersey group are actively planning support of the Chief of the Chicago Park Police, Roger F. Shanahan, who has been considered acceptable to the Bureau;
- (4) SAC Hood - as the Bureau's West Coast representative, who is experienced in these matters; and
- (5) SAC Kramer - since the Convention will be held in his division.

It is also recommended that Messrs. J. S. Egan, J. S. Rogers and H. H. Clegg attend from the Seat of Government. Messrs. Egan and Clegg are on the Executive Committee and Mr. Rogers will promote the FBI National Academy Luncheon and make contacts with the Academy graduates.

If the above is approved, there is attached hereto a memorandum accordingly.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr  
Mr. Clegg

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
andy \_\_\_\_\_

HHC:DMC

RECORDED - 136

INDEXED - 136

166-2554-7  
MAR 13 1950  
3

RECEIVED - DIRECTOR  
FBI  
U.S. DEPT. OF JUSTICE  
MAR 8 1 15 PM '50

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/7/91 BY SP-5 C. B. B.

252  
MAR 15 1950



THE DIRECTOR

March 10, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5C/DK

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Nichols, Harbo, Ladd, and Tracy considered on March 9, 1950 the following suggestions:

In the Identification Division there are 79,248 forms from the War Department advising of corrections in names and serial numbers. It is recommended by the Identification Division that these forms be destroyed. They are not recorded. In the event an Army fingerprint card is not located on a search, a check is always made with the War Department. The correction of the fingerprint cards to show changes in the spelling or initials of a name or change in serial number would not materially affect the service rendered. It is an expensive operation to locate the fingerprint card on the basis of the name search. The Conference unanimously recommends that these name change and correction forms be destroyed.

DESTRUCTION OF  
There is also in the Identification Division approximately 900 personal identification and applicant name changes. These consist primarily of letters from individuals advising of name changes, address changes, or information such as their having been fingerprinted on some other occasion which information they failed to put on the form when originally filled out. It costs considerable to make name searches in the Card Index Section and subsequently in the noncriminal file to locate the personal identification print and make the necessary change. In the event of a catastrophe or in the case of amnesia, the fingerprints would be searched and the name would be immaterial. The Conference recommends unanimously that this material be destroyed.

DESTRUCTION OF  
There are also in the Identification Division approximately 6,900 civilian death notices. For example, the Office of Civilian Defense, Territory of Hawaii, submitted a number of reports on deceased persons whose civilian fingerprints had been forwarded to the Bureau. It is recommended that these death notices be destroyed for the reason that it costs considerable to make the necessary name searches in the Card Index Section and subsequent searches in the noncriminal file. The Conference unanimously recommends these death notices be destroyed.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

Attachments (Sample of each)

Respectfully,  
For the Conference,

INDEXED - 33

Clyde Tolson

66-2554-7582



THE DIRECTOR

The Executives Conference

March 10, 1950

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Nichols, Harbo, Ladd, and Tracy considered on March 9, 1950 the following suggestions:

In the Identification Division there are 79,248 forms from the War Department advising of corrections in names and serial numbers. It is recommended by the Identification Division that these forms be destroyed. They are not recorded. In the event an Army fingerprint card is not located on a search, a check is always made with the War Department. The correction of the fingerprint cards to show changes in the spelling or initials of a name or change in serial number would not materially affect the service rendered. It is an expensive operation to locate the fingerprint card on the basis of the name search. The Conference unanimously recommends that these name change and correction forms be destroyed.

There is also in the Identification Division approximately 900 personal identification and applicant name changes. These consist primarily of letters from individuals advising of name changes, address changes, or information such as their having been fingerprinted on some other occasion which information they failed to put on the form when originally filled out. It costs considerable to make name searches in the Card Index Section and subsequently in the noncriminal file to locate the personal identification print and make the necessary change. In the event of a catastrophe or in the case of amnesia, the fingerprints would be searched and the name would be immaterial. The Conference recommends unanimously that this material be destroyed.

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Respectfully,  
For the Conference,

WBB 3 8 10 PM '50

12 FEB. 06 1950

E. J. L. Clyde Tolson

RECEIVED-1950

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

Attachments (Sample of each)

66-2554-7582  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 C. J. B. J.

THE DIRECTOR

March 8, 1950

EXECUTIVES CONFERENCE

PAPER WORK

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/9/91 BY SP-5 CIB/DF

The Executives Conference on March 3, 1950, consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Nichols, Ladd, Rosen, Nease, Tracy, Carlson and Clegg, unanimously approved the following recommendations having as their purpose the reduction of paper work:

1. When circumstances permit, the justification for an outgoing letter may appear on the yellow copy to avoid the necessity of preparing a cover memorandum. Of course, when a cover memorandum becomes necessary, it will be used.
2. A practice has developed in many instances where the Director has made one notation concerning a case, that every important development in the same case subsequently becomes the basis of a memorandum to keep the Director informed. It was felt that the Assistant Directors in case of doubt should inquire as to the necessity of such memoranda continuing on a periodic and automatic basis; and in other instances, the Assistant Director's judgment could be exercised to discontinue such memoranda when they obviously appear unnecessary.
3. In some cases, when a supervisor presents a suggestion which is briefly and concisely outlined, a notation of the Executives Conference approval or disapproval could be added to the bottom of the memorandum, thus avoiding the necessity for repeating this data in an Executives Conference memorandum. Such memorandum would be routed for approval by use of routing slip. It was felt that this occasionally could be done, and it was so recommended when applicable.
4. It was felt that many memoranda could be written to show in the first paragraph the purpose for which it is prepared, such as "in order to justify the employment of X as a paid informant" or "because the Director has requested that he be advised of all developments" which will focus attention on the amount of interest to be shown in the memorandum. It was recommended that instructions to this effect be issued.
5. It is believed that the Assistant Directors should be informed that when memoranda are prepared by supervisors in order to complete the record in the file, it is unnecessary to route these memoranda to Messrs. Ladd and Tolson or the Director; and that the Assistant Directors should be more alert to initial these memoranda for the file to complete the record without routing them unnecessarily, and if approved, these instructions will be issued by a memorandum.
6. It was recommended that a memorandum of instructions be issued to note more frequently and whenever it is possible and advisable to do so, the action which is taken on the incoming communication instead of preparing a new memorandum to record the action taken. These notations could be printed legibly on the initial memorandum and thus avoid unnecessary additional memoranda.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

EX-15

MC: dgh

58 MAR 15 1950

RECORDED - 76

INDEXED - 76

66-2554-7583

7. It was recommended that instructions be issued that when an outgoing letter is prepared in keeping with existing Bureau policy and procedure, instead of writing a memorandum showing the action taken, let the letter speak for itself, and any explanatory notes could be typed on the yellow; and if there was doubt, the letter could be routed by routing slip, calling attention to the notation on the yellow rather than by preparing a separate memorandum of justification. It was thought this would be applicable in many instances.

8. It was felt that some memoranda were prepared paraphrasing teletypes and incoming communications in order to bring the contents thereof to the attention of the Director and Mr. Tolson. Frequently an additional memorandum is necessary to provide background information, but when such memorandum is not necessary, by underscoring the pertinent portions of the incoming teletype or letter and routing it might frequently avoid the necessity of a memorandum when it is wise to do so.

9. It was recommended that instructions be reiterated that the telegraph type of phraseology be used in order to shorten communications and eliminate unnecessary phraseology.

If approved, memoranda and instructions will be issued consistent with the Director's approval.

Respectfully,  
For the Conference

Clyde Tolson

*all are okay  
good*

*RH*

THE DIRECTOR

3-10-50

Executives Conference

Each member of the Executives Conference has reviewed the attached Guide to the Admissibility of Evidence, which was initially prepared by Special Agent C. D. Mobley, with the assistance of Special Agent H. C. Boswell.

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, approved this Guide and recommended that it be reproduced by the Bureau on paper of a size and type which can fit into the Agents' Handbook and that it be issued to all Special Agents for inclusion in the Handbook. It was recommended that this Guide be made a part of the Handbooks issued in the future. It is estimated that the material can be printed on 7 or 8 pages of this size and this recommendation was unanimously approved by the Conference.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 CCI/OTK

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

APR 15 1950

EX-15

INDEXED  
MAR 13 10 32 AM '50  
RECORDED  
U.S. DEPT. OF JUSTICE  
FBI  
RECEIVED - DIRECTOR

66-2554-7584

THE DIRECTOR

Executives Conference

March 10, 1950

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson, and Clegg present, considered the suggestion of the Dallas Office that the Manual of Rules and Regulations be amended to permit the use of additional reasons for delinquencies in investigative cases. Now, according to the Manual, no other classification explaining the delinquency can appear on the administrative report except: (1) shortage of personnel; (2) under investigation; (3) in dictation; and (4) pending other offices. The Manual states: "It is imperative that no other classification be shown."

The Dallas Office cited one example where the real reason was not included in the 4 categories mentioned and recommended that the rule be made more flexible in order to permit an accurate explanation of the delinquency.

The Executives Conference unanimously recommended that the requirements be changed so that the reasons for delinquency shall be shown on the administrative report with examples, such as, the 4 items mentioned and eliminating the requirement that no other classification be shown. This will permit adequate flexibility for accuracy.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr

HHC:DMC

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/11 BY SP-5/BJH

RECORDED - 3

INDEXED - 3

EX-15

MAR 14 1950

37

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

6 MAR 15 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

FIELD POLICE TRAINING

Original cannot be located  
and is not on record. When  
original is received in FBI 11/9/49  
Division it will be filed either  
with the copy or may be given  
a separate file.

3/19/50 CJS

The Executives Conference on 11/9/49, those present being Messrs. Glavin, Tracy, Parsons, Mohr, Nichols, Ladd, Rosen, Nease, Carlson and Clegg, gave consideration to the general problem of field police training. There is attached hereto a memorandum listing several advantages and several disadvantages of the Bureau's field police training program.

As to the cost of field police training, some studies had been made of 37 field police training programs which were available, and costs were estimated according to day's travel, salary and per diem involved in such schools. Travel was calculated at 5¢ per mile, salary at an average rate of \$25.00 per day per agent, and per diem at the regular rate. The Bureau's participation in these 37 schools, believed to give a cross-sectional view, showed that the cost to the Bureau for each school was \$115.00.

In these cost estimates, it was presumed each time the only function of the agent in undertaking the travel was to participate in the school, and no consideration was given to road work or investigations he performed en route to and from the school as well as at the place where the school was held. No consideration was given to the fact that Resident Agents would have to travel an even shorter distance to participate in the schools. These costs would diminish the estimates. At the same time, the costs would be increased by reason of the fact that matters of administration and reception were not calculated; nor was the fact that on occasions there would be some agents temporarily at the school, who were not participating as instructors, which would add somewhat to the estimated costs. For the year 1948, with somewhat in excess of 1,000 police schools, the cost of these schools would be approximately \$115,000.00, decreased somewhat by the fact that per diem was cheaper then than now. From September 1, 1948, to September 1, 1949, there were a few more than 2,000 such schools, which would make the estimated cost approximately \$230,000.00 for that period.

EXECUTIVES CONFERENCE CONSIDERATION RECORDED - 76 66-2537 - 2586

The Executives Conference, in discussing this matter, recommended unanimously as follows:

INDEXED - 76

1. That police training as a Bureau function and approved project be continued.

2. That there be no solicitation by any Bureau representative for specific police training schools. It was agreed that Agents and Agents in Charge, cc - Mr. Glavin

MAR 20 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/17/91 BY SP-5 E/BW

RHC:BG



in public appearances, could and should call attention to the Bureau's services in the field of police training; that they would be permitted to discuss with police chiefs and police instructors, individually, the Bureau's services; that there would be no active solicitation, any oversteering or "arm-twisting," and there would be no request for the inauguration of a police training school of any specific type, at any specific time, in any department or agency; that if competition on the part of universities or colleges, municipal leagues, vocational education groups, or outright racketeers and others arises, there would be no effort to stop or have discontinued the program which they have started. Upon request for a police school or for assistance in such a school, this did not automatically mean that such service would be rendered but unless the group was an undesirable group or some uncooperative, double-crossing type of police agency, it would normally be expected that the services requested would be rendered. Existing policies against training non-police in police techniques and participating with or in commercialized projects would continue to prevail as at present. In the event some university or other group starts a police school, it was recommended that we not communicate with the SAC in any critical way, for since he would not be charged with soliciting police training schools, the fact that some other outfit was putting on a police school would not automatically and without other factors being present subject the field to criticism. It was believed it should be pointed out further that, with the lessening of the number of GI's in colleges and universities, their eagerness for state or Federal funds in other fields would manifest itself, and it could be expected that there would be an increased trend on the part of colleges and universities to get in the police training field.

3. In accordance with instructions, the field offices were advised a number of months ago that they should plan police training and, as a result, it was required that each field office submit, first, a plan for two years, to be followed up before the end of the present year with plans for a five-year program of police training. This was given consideration, and it was felt that there should be no modification of the existing instructions as to plan. Under present trends, when the plans are submitted it is natural to expect that the SAC and his agents will undertake to put schools in operation in keeping with his plans. The above suggestion that we revert to the practice of no active solicitation would eliminate this element of solicitation after proposals in the way of plans are submitted. However, it was believed that when requests are received from police departments for police training, it would be agreeable to discuss with them whether they wanted to take plans for future recruit and in-service schools and, if so, at what time and the specific types of schools desired. Although this is constructively solicitation, it is the solicitation which followed a request and is the natural type of inquiry which an SAC could or should make so that he would know how to plan the use of his agents' time, the needs for police instructors, and other factors incident to his general office planning.

In general, it should be pointed out to the Director that in 1947, when there was a considerable amount of pressure on the field concerning police



training, there were held 1,355 schools. When the Bureau instructed that CIG's discontinue active solicitation, the number of schools decreased until, for the year 1948, the total number of schools held was 1,025. By sending out to the Field comparative statements as to the number of schools being held in each division; by analyzing the police training situation in the various divisions and writing them letters, offering suggestions and instructions with reference to peculiar situations; and as a result of instructions for the program of planning on a long-term basis, police training schools again increased. For the first 9 months of 1949, there were 1,655 schools, as compared with 503 for the same period in 1948.

Respectfully,  
SAM THE COMMISSIONER

Clyde Tolson

RECEIVED-1949

FBI

RECEIVED-1949

APR 10 2 08 PM '49

THE DIRECTOR

3-7-50

EXECUTIVE CONFERENCE

GENERAL CHIEF BUREAU  
MEMORANDUM

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5 C/OH

MEMORANDUM

To recommend that the field be instructed to submit three instead of five copies of Crime Survey Reports.

RECOMMENDATION

By SAC Letter No. 65, Series of 1944, dated March 9, 1944, which originated the present Crime Survey Program, all field offices were instructed to submit five copies of Crime Survey Reports to the Bureau in order that copies of these reports could be made available to interested offices upon the occasion of organized gangs and syndicates extended between one or more field offices.

Since that time, substantial progress has been made in identifying the membership of the various organized gangs and the scope of their operations. Where appropriate, the field at present, with prior Bureau authorization, exchanges copies of Crime Survey Reports with other offices and in addition, regularly furnishes supplementary information to interested offices as soon as it is received.

RECOMMENDATION

Inasmuch as the procedure presently in effect provides for an adequate exchange of Crime Survey information among the interested field offices, it is suggested that the field be instructed to submit three instead of five copies of Crime Survey Reports.

If you approve an appropriate Bureau Bulletin is attached.

Attachment

100-1000

DATE: 3-7-50

RECORDED - 55  
INDEXED - 56

66-2537-7587

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

The Executive Conference unanimously approved the attached Bulletin. In attendance were Messrs. Tolson, Ladd, Carlson, Clegg, Glavin, Harbo, Nichols, and Rosen.

Respectfully  
For the Conference

Clyde Tolson

60 MAR 15 1950

THE DIRECTOR

3/7/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5C/BHF

The Executives Conference of March 6, 1950, consisting of Messrs. Tolson, Harbo, Belmont, Carlson, Rosen, Ladd, Glavin, Tracy and Mohr, considered the present Bureau policy with respect to the use of the lie detector.

It was pointed out to the Conference that the Bureau had purchased a lie detector in April 1935 on an experimental basis. The instrument purchased by the Bureau is commercially known as the polygraph and like other so-called lie detectors it is designed to detect and record physiological reactions of an individual during interrogation. The instrument records blood pressure changes, rate of respiration and electrical conductivity of the skin. The instrument accurately records the physiological changes but it is the task of the operator to interpret these reactions and determine whether they were due to efforts to deceive and consequently the operator is in fact the lie detector.

The opinions of the operator in a lie detector test have not generally been considered admissible evidence in various courts since the method of testing is not 100% accurate and is still in the experimental stage. Some courts in individual cases have accepted such testimony based on the reasoning that while it is not 100% accurate, it is opinion testimony in the same category as handwriting or psychiatric opinions.

The Bureau has adopted the policy whenever the lie detector or polygraph has been used of obtaining waivers from all suspects to show that the interviews by this means were voluntarily given. Under present Bureau policy in each case where the lie detector is used, an appropriate recommendation is made by the investigative divisions and their recommendations are approved by the Director before the lie detector is utilized.

The Conference was advised that it has been satisfactorily demonstrated that all persons are not susceptible to interrogation by use of the so-called lie detector since some individuals do not show the emotional reactions which can be recorded. The Laboratory has stated this was true of subject [redacted] in the Cash case.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

The lie detector was most extensively used during the war years and the most prolific use was during the fiscal year 1944 when the lie detector was used in 46 cases and oral admissions or signed confessions were obtained in 33% of them.

60 MAR 16 1950

RECORDED - 76

66-2554 - 7588

MAR 15 1950

3

JPM:DW

In 1945 the lie detector was used in a sabotage case and as a result of this test very definite indications of the subject's guilt were found. The U. S. Attorney requested the presence of the lie detector operator at the trial of the subject in Cincinnati. The U. S. Attorney desired the technician solely to be prepared in the event the defense took issue with the lie detector test. However, it so happened that no testimony was given concerning the test and the subject was found guilty and sentenced to six years in prison. As a result of this experience, however, the Director indicated he wanted this technique used only in very special cases and since that time the lie detector has been used in about a dozen cases with some degree of success.

The principal disadvantage of the lie detector is the possibility of unfavorable publicity and in spite of precautions of obtaining waivers from suspects it is possible that the Bureau would be accused of duress if this technique was used. There is also the possibility that the tests may prove nothing yet other investigative techniques may show that the subject is guilty. In such cases the defense could very well subpoena the Bureau Laboratory technician to testify that the lie detector proved the innocence of the defendant. Another factor is the widespread use of the lie detector by various individuals and local police departments in such an indiscriminate way that the value of the lie detector as an investigative technique is somewhat doubtful.

The Conference was unanimous with the exception of Mr. Harbo in recommending that we consider the use of the lie detector or polygraph as a research project rather than as an approved investigative technique and further that we continue to use the lie detector only in cases recommended by the investigative divisions and approved by the Director where there is a potential value in a particular case without the possibility of publicity.

Mr. Harbo recommends that we continue the use of the lie detector as a research project but that the investigative divisions be instructed to be alert to additional situations or cases where the lie detector could be used to the advantage of the Bureau. In other words Mr. Harbo feels that our present Bureau policy is too limited and feels that a more extensive use of the lie detector should be undertaken.

In the event the Director agrees with the majority of the Conference, no change will be made in the present Bureau policy of the use of the lie detector or polygraph by the Bureau.

Respectfully,  
For the Conference

Clyde Tolson

Liaison Office, Ottawa, Canada

~~CONFIDENTIAL~~  
REGISTERED AIRMAIL

February 8, 1950.

*lm*  
Mr. J. Edgar Hoover,  
Director,  
Federal Bureau of Investigation,  
U.S. Department of Justice,  
Washington, D.C.

Re: Ottawa Liaison Office  
Administrative

Dear Sir:

Reference is made to a letter from this Office dated September 6, 1949, advising that in accordance with instructions set forth in Bureau letter dated August 29, 1949, the three sections of Manual of Instructions No. 591, which had been assigned to me, were being returned to the Bureau.

The Manual of Instructions has in the past proven to be valuable in handling the duties of this Office, and it would therefore be appreciated if this Manual could again be forwarded to this Office, unless there is some reason why this is not possible.

Very truly yours,

RECORDED - 22

166-2554-7589  
RECORDED  
24 MAR 14 1950

EX-115

Glenn H. Bethel

ADDENDUM - 2/28/50 - The Executives Conference of February 28, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Belmont, Rosen, Mohr, Harbo, Tracy, and Glavin was of the unanimous opinion that the Manual above-referred to should be sent to Mr. Bethel.

26 MAR 10 1950

WRG:cmw

ORIGINAL COPY FILED IN 64-4918-69

THE DIRECTOR

THE EXECUTIVE CONFERENCE

3-7-50

IMPERSONATION - PROPER WITNESS  
TO PROVE NON-FBI EMPLOYMENT

In the trial of an impersonation case, U. S. District Judge, Harry C. Nestover, Los Angeles, California, sustained the objection of the Defense Attorney, to the testimony of a Special Agent, on the grounds that the Special Agent was not the custodian of personnel records of the FBI at Washington, D. C. and, therefore, was not a proper person to testify regarding these records.

The experiences of the Bureau have been the court will usually accept the statement of a representative of the FBI when the witness will state that he checked personnel records of the FBI at Washington, D. C. and had ascertained that the subject was not and had never been an FBI Agent. However, in view of this possibility arising again, this phase of the presentation of the case should be taken up with the U. S. Attorney in a pre-trial discussion so that arrangements can be made to have someone from Washington appear as a custodian of the personnel records.

This is a rare case as the stipulation will usually be entered by authority of the Defense Counsel that the subject was not an employee of the Bureau.

The proposed Bulletin is attached and it is recommended it be sent to all field offices to take care of this contingency.

The Executives' Conference was unanimously in accord with the suggestion. Those in attendance were Messrs: Tolson, Ladd, Carlson, Clegg, Glavin, Belmont, Harbo, Mohr and Rosen.

Respectfully  
For the Conference

INDEXED - 36

Clyde Tolson

EX-68

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/9/91 BY SP-5 CJK/mf

66-23371-7590  
NOT RECORDED

146 MAR 15 1950

Attachment

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy



THE DIRECTOR

March 10, 1950

THE EXECUTIVES' CONFERENCE

PROPOSED BUREAU BULLETIN  
FEDERAL TORT CLAIMS ACT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5CJ/STX

PURPOSE

To advise review of reports submitted by field in connection with Federal Tort Claims Act cases indicates a tendency to disregard instructions set forth in the Bureau manuals.

BACKGROUND

The Manual of Instructions and the FBI Handbook both contain a section devoted to FTCA cases. Set forth therein are specific instructions as to how these cases should be handled and reported. A review of the reports being submitted indicated these instructions were not being followed in all instances by all offices. In order to determine the extent of same a record of the errors noted was kept during the period 6-24-49 through 12-31-49. The following tabulation reflects the number of letters sent to the field pointing out the errors noted in the reports submitted during this period:

Initial report not submitted within required 15-day period -- 23.  
Failure to set forth the name of the law firm representing plaintiff -- 15.  
Failure to set forth amount of civil suit -- 4.  
Interviewing plaintiff without authority of U. S. Attorney -- 3.  
Delayed investigation -- 5.  
Signed statements improperly handled -- 4.  
Lengthy verbatim statements in reports not desired -- 4.

ACTION

It is recommended that the attached Bureau Bulletin, which points out the tendency on the part of the field to disregard instructions in respect to FTCA cases and requests that all instructions set forth in the manuals be strictly adhered to, be forwarded.

Attachment ADDENDUM: AR:FF 3-10-50

PAO:scb

The above recommendation was unanimously approved by the Executives' Conference. Those in attendance were Messrs. Tolson, Ladd, Belmont, Clegg, Carlson, Harbo, Glavin, Mohr, Nichols, Tamm and Rosen.

Respectfully  
For the Conference

Glyde Tolson

RECORDED - 164

INDEXED - 64

EX-9

MAR 16 1950

72

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

54 MAR 13 1950



h  
THE DIRECTOR

2-20-50

0  
Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/9/91 BY SP-5CJ/BMF

With reference to the instructions that no training is to be given on matters relating to telephone taps and equipment pertinent thereto unless the Director personally approves, the following information and recommendations are set out:

Section 9 of the Manual of Instructions entitled "Sound and Technical Equipment" sets forth a requirement for semi-annual technical conferences with training and practice in the use of various technical equipment and, in addition, some of the equipment must be used in practice on a quarterly basis. For example, each Agent is required to practice quarterly with the Speed Graphic camera, with flood lights and Mile Ray lamps. Each Agent is required to demonstrate his ability twice each year with two-way automobile radios, his ability to take fingerprints and to locate, dust and lift latent fingerprints. Once each year they practice wrapping evidence and also practice operating the portable photostat machine annually.

Also, this same section of the Manual of Instructions requires that there be a minimum of 5 Agents in each Field Office who are qualified to handle certain other types of technical equipment, including the photorecord camera and that training for these 5 men is required semi-annually with this equipment at times other than the regular semi-annual technical conferences.

This manual section also requires that the SAC of each Field Office shall designate not less than 5 Agents for each office to receive specialized training on a quarterly basis in handling detectaphones, sound power phones, record playback units, FM 60 Watt transmitters, 3-D recorders and other recording devices and test lights. (These test lights are used in making technical installations to determine the type of current and to distinguish the live wires and the ground wires in connection with such equipment.) The larger offices are required to select a larger number of Agents in order to have available at any one time an adequate number to handle any emergency situation that might arise depending on the judgment of the SAC. Where available, the "sound-trained Agents" are included in this number and they aid in giving instructions to others included in this specialized group.

There is also included in this section a reference to the existence in the office, in the custody of the SAC, of a technical manual which goes into greater detail concerning various types of technical equipment. This technical manual is not issued to Agents, except as circumstances make it necessary, and then on a temporary charge-out basis only. In addition, technical manuals are issued to certain sound-trained Agents in which case these manuals are on their individual inventories.

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Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

cc-Mr. Mohr  
Mr. Clegg  
HHC:DMG

RECORDED - 35

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66-3537-7592  
MAR 17 1950  
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In the Manual of Rules and Regulations, Section 3B (3), (4), refers to the requirement that these groups of 5 or more Agents are to be trained in the handling of this special equipment as elaborated upon in greater detail in the Manual of Instructions.

The following recommendations were unanimously made by the Executives Conference on 2-16-50, with Messrs. Tolson, Glavin, Harbo, H. B. Fletcher, Carlson, Mohr, Tracy, McGuire and Clegg present:

(1) That the Technical Manual be continued and be retained as at present, it being retained in the custody of the SAC and being issued to the Agents required to use this technical information, as necessary, on a charge-out basis and that the sound-trained Agents be permitted to continue to retain these manuals which are charged to them and are on their individual inventories.

(2) That Section 9 of the Manual of Instructions listing the rigid, definitely required training program, referring to the Technical Manual and to the availability on a limited basis of certain special equipment at the Bureau and in a few Field Offices be completely eliminated from the Manual of Instructions. In lieu thereof, there would be sent to the Field by SAC Letter annually a technical training program depending upon current needs, observations of weaknesses which need to be corrected by training and other considerations. This is the way the firearms training program is handled, namely, by SAC Letter annually, thus, making it flexible so as to emphasize the types of training as emphasis becomes necessary.

(3) That references in the Manual of Rules and Regulations to the 5 or more Agents who are trained and available to handle certain sound and technical equipment and the 5 or more Agents trained to handle the photorecord camera be eliminated from the Manual of Rules and Regulations.

(4) That the current SAC Letter to the Field outlining technical training eliminate a requirement for the training of each Agent in the use of the portable photostat machine. Information was obtained from Agents attending In-Service Classes and other Agents that this machine is rarely, if ever, used any more since there has been obtained and is now available in Field Offices more convenient photographic equipment and the training in the portable photostat machine would appear unnecessary since its use is now primarily limited to the clerks in the Field Offices where there is not a regular large photostat machine.

(5) That at least for the time being no training be given to New Agents' Classes in Washington in the use of detectaphones, record playback units, 3-D recorders, other recording devices and test lights. For the time being, the SAC Letter will also remain silent and not refer to any training in the use of such equipment or the use of such equipment in making technical installations and microphone installations.

(6) That the first semi-annual technical training program for this year include: (a) discussion and practice in obtaining handwriting and hand printing specimens; (b) wrapping evidence; (c) motion picture camera training; (d) latent fingerprint training; and (e) FM two-way automobile radios; (f) FM Walkie-Talkie radios; (g) practical plaster casting; and (h) Speed Graphic or Recomar camera.

(7) That the second semi-annual training include instruction in the following; (a) Petrographic examinations and the collection, identifying, packing and shipping of samples to the Laboratory; (b) flood lights and Mile Ray lamps; (c) Extortion switch; (d) use of fingerprint camera; (e) use of ultra-violet light; (f) fingerprinting; (g) Speed Graphic or Recomar camera; (h) FM two-way automobile radios; and (i) FM Walkie-Talkie Radios.

(8) That the 5 Agents in each Field Office already designated be semi-annually trained in the use of the sound power phone (used on raids for communicating from one group to another engaged in the raid); and in the use of the FM 60 Watt radio transmitter;

(9) That the 5 or more Agents already designated continue to practice with the photorecord camera on a semi-annual basis at a time other than the regular technical conference.

If the above is approved by the Director, there is attached hereto an SAC Letter giving instructions for the ~~technical training in the Field~~ for the current year.

Attention is particularly invited to the fact that no reference is being made in the SAC Letter at this particular time for any training of any Agent in the Field in any microphone or telephone tap installations or equipment. It is entirely possible that silence on this point in the SAC Letter will cause some SAC's to give this training to the 5 or more Agents specifically designated and if the Director approves the above suggestions there will be no objection to this, but no reference to it in the SAC Letter.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

THE DIRECTOR

February 16, 1950

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/9/91 BY SP-5CJ/BJF

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson and Fletcher in attendance advice was furnished that the Buffalo Office had informed that Immigration and Naturalization District #7, with headquarters at Buffalo and suboffices in Cleveland and Rochester, had required Agents examining I&NS files to execute a form reflecting that the file had been examined. Bureau Agents are required only to indicate they are examining the file in connection with "an official inquiry."

Immigration officials at Buffalo stated that this form was proving useful. It served as a flag to I&NS Inspectors reviewing the file, of the possible interest of the Bureau. It would cause an immediate inquiry by I&NS to determine whether their investigation would prejudice the Bureau's interest. Also, in the event the file is checked by another Bureau Agent, he becomes aware of the fact that it has been previously checked by a Bureau Agent.

Inquiry at I&NS headquarters, Washington, reflected that a similar form was utilized by the District Office of the Immigration and Naturalization Service in Philadelphia in 1943 and was thereafter discontinued. There are no outstanding instructions with reference to the use of this form, it being utilized at the discretion of the heads of the various Immigration Districts. The Central Office in Washington still utilizes the form on that portion of a file marked "confidential."

It was recommended that the Buffalo Office be advised that there is no objection to the execution of the form by Bureau Agents in the manner indicated. The Conference was of the unanimous opinion that there should be no objection made to the use of the form on the part of I&NS, so far as it relates to the Bureau, having in mind that I&NS could make their own record of the fact that Bureau Agents examined the files.

In accord with the recommendations of the Conference, there is attached for your approval a letter to the Buffalo Office.

Respectfully,  
For the Conference

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Clyde Tolson

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Attachment

HBF:tlc:dbb

56 MAR 24 1950

RECEIVED DIRECTOR

RECEIVED DIRECTOR

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: February 23, 1950

FROM : C. F. Downing

SUBJECT: SURVEILLANCES - TECHNICAL

The attached communication from Pittsburgh makes reference to an SAC Letter December 22, 1949, and describes in detail the various procedures established in that office for handling technical surveillances in accordance with the Bureau's desires. In this connection, Pittsburgh states it is being assumed by them that any foreign language recordings forwarded to the Bureau for translation in the future will be destroyed at the Seat of Government when the translations are returned to Pittsburgh.

Heretofore, since only a small volume of recordings are received at the Bureau for translation, the recordings being summarized for the most part, it has been our policy as you know to return the recordings to each instance to the contributor in order to avoid any possibility that the contributor will desire a complete translation after the records have been disposed of at the Seat of Government.

RECOMMENDATION:

It is recommended for the reason set forth above, that the practice we have followed heretofore be continued and that technical recordings be returned to Pittsburgh and all other offices after they have been reviewed by translators at the Seat of Government.

In the event this recommendation is approved, attached is a letter so advising Pittsburgh.

Approved by Executives Conference 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

CFD:EB

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DATE 5/10/91 BY SP-5 C/BTF

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EX-87

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ORIGINAL COPY FILED IN



THE DIRECTOR

3-14-50

Executives Conference

The Executives Conference on 3-14-50, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Carlson, Nease and Clegg present, considered the recommendation of Mr. Parsons that, since the laundry of Army and Air Force personnel is marked for identification with the initial of the surname followed by the last 3 or 4 digits of the service number and as Navy and Marine Corps personnel's laundry is identified with the complete name and service number of the owner, such information should be included in a bulletin to the Field and considered for insertion in the Law Enforcement Bulletin.

The Executives Conference felt that it would be inappropriate for the Bureau to circularize all law enforcement officers with administrative information of this type concerning military personnel, but it should be included in a bulletin to Special Agents in Charge and, thus, not be included in the Law Enforcement Bulletin. If this is approved, there is attached hereto a proposed bulletin to this effect.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr  
Mr. Clegg

HMC:DMC

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MAR 17 1950

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DATE 5/10/91 BY SP-5 C/DAW

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March 15, 1950

THE DIRECTOR

The Executives Conference

PHOTOGRAPHS

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Carlson, Nease, Mohr, Belmont, Parsons, and Tracy on March 14, 1950, considered a suggestion from the Identification Division that an article in the Law Enforcement Bulletin and a Bureau Bulletin to all investigative employees be prepared for the purpose of reducing the number of photographs received separately from fingerprint cards in the Identification Division.

For the Director's information, approximately 25,000 separate photographs are received annually. Many of these are not properly filled out on the back, and it is necessary to return them for additional identifying data. Many others not having FBI numbers require a search through the Card Index Section for the purpose of identifying the appropriate fingerprint card to which they relate. Those received of persons arrested for the first time require a search of the Criminal File in order to remove the master fingerprint card to which the photograph relates for the purpose of affixing the photograph thereto. It was pointed out by the Identification Division that if the number of such photographs received were reduced, it would result in a considerable saving in employees' time in the Identification Division.

The Conference unanimously recommends the publication of the article in the Law Enforcement Bulletin and the Bureau Bulletin to all investigative employees.

Respectfully,  
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 C/LM

cc - Mr. Clegg  
Mr. Mohr

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EX-9

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FBI

U.S. DEPT. OF JUSTICE

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THE DIRECTOR

March 15, 1950

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Carlson, Nease, Mohr, Belmont, Parsons, and Tracy on March 14, 1950, considered a suggestion from the Identification Division that 114,900 form letters reporting Army non-battle casualties and 12,600 form letters reporting battle casualties not be processed in the Identification Division.

Processing

For the Director's information, the War Department furnished to the Bureau form letters advising of the death of Army personnel whether battle or non-battle in origin. In order to process these form letters, it is necessary to search the Card Index file, then pull the Army fingerprint card from the non-criminal file and place it in the dead file. In view of the fact that the non-criminal file contains applicants, personal identification, and other types of non-criminal fingerprint cards on whom no death notices are received, it was felt by the Conference that it would be immaterial whether the Army casualty fingerprints were removed or not.

The Conference unanimously recommends that the form letters, not being recorded, need not be processed in the Identification Division.

Respectfully,  
For the Conference,

Clyde Tolson

Attachment

cc - Mr. Clegg  
Mr. Mohr

SJT:sds

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MAR 17 1950

ALL INFORMATION CONTAINED  
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DATE 5/19/91 BY SP-5 CIB/DAF

THE DIRECTOR

March 9, 1950

JOINT COMMITTEE

**SUGGESTION NO. 384**  
**RETENTION AND USE OF MICROPHONE INSTALLATIONS**  
**IN FIELD OFFICES**

**MEMBERS PRESENT:** H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

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HEREIN IS UNCLASSIFIED  
DATE 3/10/91 BY SP-5 CIB/HF

**SUGGESTION:** Each Field Division maintains a microphone installed in at least one interview room or conference room. It was initially installed to be used to monitor or record interviews with suspects, subjects or witnesses when deemed necessary. Some offices, Mr. Pfaffman of the Laboratory advises, effect this installation by placing a microphone in the telephone located in the conference room.

A number of field offices were surveyed to determine the extent of the use of these installations, their value, advantages and their recommendations, with the following results:

7 Offices (Dallas, Philadelphia, Seattle, Chicago, Omaha, Minneapolis, and Newark) recommend removal of these microphone installations. Several of them recall no instance where they were used. The Seattle Office advised they were used in two instances but the interviews could have been conducted just as satisfactorily without their use. SAC Cornelius of the Philadelphia Office advises that this installation was used but once in the past three or four years, and that was recently so that another Agent, not present at the interview, might overhear the admission. He recommends removal nevertheless.

5 Offices (Los Angeles, New York, Miami, Detroit and San Antonio) favor continuing the installations. At New York, although used infrequently, they were used with value in the Erich Gimpel espionage case, and the interview of Gimpel by Mr. Connelley was recorded. Miami claims to have used the installation on four occasions advantageously, including interviews with known Communist Party members with a view to developing them as confidential informants; and they were advantageous particularly since the Agents found it inadvisable to take notes during the interviews, and the recordings were valuable in reconstructing the conversations and answers. The Los Angeles Office stated that the microphone was not used to a great extent, but believes it should be available on short notice when authorized, and recordings were made by its use in the Sidney Weinbaum Espionage case, and the Boris Morros Espionage matter, in the Robert Cash murder on a Government Reservation, and has also been used in White Slave Traffic Act and other types of

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cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

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MAR 17 1950

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investigations to permit monitoring the interviews by other Agents.

JOINT COMMITTEE CONSIDERATION:

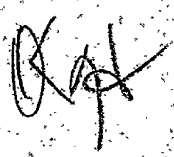
In view of the fact that these installations have proven valuable according to the SAC's in a number of instances, Messrs. Harbo, McKee and Glegg recommend that they be continued as is, to be used at the discretion of the SAC. Because their uses arise in connection with interviews in the offices and its need may suddenly arise, they do not believe there should be any requirement for Bureau approval before each specific use.

Mr. Scheidt believes that the installations should continue as they are, but that the use of these microphones for monitoring or for recording purposes should be employed only after specific Bureau approval for each such use.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3-10-50, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Nichols, Belmont, Ladd, Carlson, Rosen and Glegg present, agreed with the majority of the Joint Committee and recommended that the regulations continue as they are now, without change.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR

March 8, 1950

JOINT COMMITTEE

SUGGESTION NO. 372  
EMPLOYEE: ASAC DANIEL CURRIE, JR.  
SEATTLE OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

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DATE 5/10/91 BY SP-5 CJP/STP

SUGGESTION:

- I. That one consolidated index be made for the Manual of Rules and Regulations, Manual of Instructions and the FBI Handbook.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

This was opposed since each of these Manuals are contained within a separate volume, and a consolidated index would have to be revised every time there was the slightest change in a page or section number of each Manual. This was believed to be inadvisable and of very limited value.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

The Executives Conference on 3-10-50, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Nichols, Belmont, Ladd, Carlson, Rosen and Clegg present, considered the above suggestion and recommended unanimously unfavorable.

Respectfully,  
For the Conference

Clyde Tolson

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MAR 17 1950

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Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh



THE DIRECTOR

~~CONFIDENTIAL~~

March 9, 1950

JOINT COMMITTEE

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 05-19-2011

SUGGESTION NO. 368  
FROM SAC E. SCHEIDT, NEW YORK  
SUGGESTED FORMS IN CONNECTION WITH  
CP INFORMANTS; ADMINISTRATIVE MATTER

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

~~FORMS~~

SUGGESTION: The New York Office points out that in connection with various trash covers they find a great deal of information of pertinent interest only to other offices, and there are forms approved by the Bureau for the purpose of transmitting this material to the other offices. An analysis of the data so transmitted to other offices as a result of trash covers fails to reflect that copies of this information or copies of the letter of transmittal are needed in the New York Office. The Recommendation, therefore, is that the copies of these letters of transmittal no longer be retained, and that the material not be indexed and index cards filed in the New York Office; and that the New York Office be permitted to stamp these forms with the phraseology "Copy of communication and exhibit not being retained by the New York Office."

The Bureau inquired as to the identification of this data sent to other field offices, and the information furnished by the New York Office shows the source from which this data was obtained by symbol number, such as ND 425 which is a trash cover on a particular building, [or ND 426, a trash cover on another building.] The form letters show that each exhibit bears the date received and initials of the Special Agent or Special Employee who can testify to the legally admissible character of the exhibit.

Mr. Scheidt advises, further, that on the back of each of these items is stamped the statement that it was received from ND 425 [or ND 426,] the date received, the tag number, the building address, the organization covered and the initials of the Special Agent. He has advised that this is the only sound method that they have discovered which would identify the data since the cover letter for the material might become detached, and therefore it would not be subject to this identification if this data were not stamped or otherwise noted on the back of the document which was received from the trash cover.

JOINT COMMITTEE RECOMMENDATION:

The Joint Committee unanimously recommended that the New York Office not be required to continue to retain copies of the letters of

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cc: Mr. Clegg

Mr. Mohr

HHC:dgh

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MAR 17 1950

EX-115

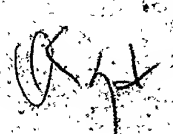
~~CONFIDENTIAL~~

transmittal or copies of the material which is transmitted to another office, provided they so note on the original transmittal letter form that copies are not being retained in the New York Office.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3-10-50, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Nichols, Belmont, Ladd, Carlson, Rosen and Clegg present, unanimously agreed with the Joint Committee in approving the recommendation of the New York Office and recommended that similar information be communicated to other Field Offices. If approved, an SAC Letter to this effect is attached hereto.

Respectfully,  
For the Conference

  
Clyde Tolson

Attachment

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

The Director

March 10, 1950

The Executives Conference

WRIGHT SAF-T-DOR LOCK  
BUREAU EQUIPMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 C/HR

The Executives Conference of March 7, 1950, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Rosen and Glavin, considered a communication received from the SAC at Cincinnati concerning a safety door lock for Bureau automobiles. The SAC at Cincinnati pointed out that the door lock operates on a vacuum principle from the motor. While the motor is in operation, it is impossible to open the doors, either from the inside or outside, without first releasing a pull lock which is installed under the dashboard. The lock, of course, is inoperative when the motor is turned off.

The SAC at Cincinnati further points out that the lock is manufactured to lock either 2 or 3 doors, the door on the driver's side not being covered. A local automobile dealer at Cincinnati points out that the retail price of the equipment is approximately \$15.00, and the labor cost of installation is about \$12.00, or a total cost of \$27.00.

This suggestion was reviewed by both the Laboratory and the firearms men at Quantico and no recommendation was made for the purchase of such locks, it appearing that no useful purpose would be served through the installation of this safety lock on Bureau cars, which would primarily be of benefit in the transporting by Bureau car of persons apprehended by Bureau Agents. SAC Sloan at Quantico points out that he does not believe the expense of this lock on all of the Bureau's cars is justified in view of the relatively small number of prisoners handled by our Agents.

The Conference does not feel that any advantageous purpose would be served in purchasing such a lock for installation on Bureau cars. Should the Director agree, the SAC at Cincinnati will be appropriately advised.

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CC: Mr. H. H. Clegg  
Mr. Mohr

WRG:VH

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For the Conference 17 1950

Clyde Tolson

66-2534-7601

cc Mr. Rosen  
Mr. Carvey  
Mr. Pennington

March 10, 1950

The Director

A. Rosen

UNREPORTED INTERSTATE SHIPMENT OF  
CIGARETTES, PUBLIC LAW 363, 81st CONGRESS,  
FIRST SESSION, ALSO KNOWN AS THE JENKINS ACT

PURPOSE

To recommend a bulletin be forwarded to the field setting forth instructions relative to the handling of complaints which arise under the "Jenkins Act", a statute which requires appropriate notification to the State Tobacco Administrator of sales of cigarettes moving in interstate commerce to individuals other than authorized distributors.

FACTS

Public Law 363, 81st Congress, First Session, which is also known as the Jenkins Act, was approved by the President on October 19, 1949. It is designed to prevent a loss in revenue to the states through avoidance of sales or use taxes on cigarettes. It requires that any person disposing of cigarettes in interstate commerce to other than a distributor licensed by or located in a state taxing the sale or use of cigarettes shall, not later than the tenth day of each month, forward information to the Tobacco Tax Administrator of the destination state concerning all such shipments made during the preceding calendar month. This information includes the name and address of the person to whom each shipment is made and the brand and quantity of cigarettes shipped. The Criminal Division has advised the Bureau is charged with the responsibility of conducting the necessary investigations under this Act and we have received three cases thus far. A legal analysis of the Act is being requested of the Department.

RECOMMENDATION

Since this is a new violation and since it is deemed necessary to maintain a close tabulation on the volume of cases received, it is recommended that the field be immediately furnished with the gist of the statute and a statement of Bureau policy which it is believed should be the same as that now followed in Fraud Against the Government and similar violations. This policy requires that upon the receipt of a complaint or information alleging a violation of the statute, the Bureau must be immediately advised by Air Mail, Special Delivery letter, teletype or telephone depending upon the urgency of the circumstances. The field may, of course, proceed with a complete investigation and are at liberty to discuss the case with the United States Attorney at the outset or during any phase of the investigation.

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

DRE: AR:FE 3-10-50

NS:DC Conference.

Carlson, Harbo, Glavin, Mohr, Nichols, Tamm and Rosen.

56 MAR 17 1950

66-2554

RECORDED - 104

INDEXED - 104

The above recommendation was unanimously approved by the executives.

Respectfully  
For the Conference

Glyde Tolson

March 14, 1950

The Director  
The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5CJ/PTT

The Executives Conference of March 14, 1950, consisting of Messrs. Tolson, Nease, Carlson, Glegg, Ladd, Belmont, Mohr, Parsons, Tracy and Glavin, considered a suggestion received from the SAC at Birmingham, Alabama, regarding the developing and processing of photographic film in the Birmingham Office.

The SAC at Birmingham points out that an amount of \$445.76 was spent during 1949 for commercial photographic services. It was pointed out that the Radio Communications Officer at Birmingham states that he could handle the necessary photographic work in Birmingham at a considerable savings of money. He mentions approximately \$300.00. At the present time, there is a photostat room at the Birmingham Office which could be utilized for a photographic dark room at a cost of approximately \$40.00 for materials. The materials needed to process film for Birmingham would cost approximately \$25.00 for the year. A small contact printer would be needed to process negatives and this printer would cost approximately \$25.00. The only other expense would be for paper, developer and fixer in processing the negatives.

It appears that since there is a qualified photographer at Birmingham in the person of the Radio Communications Officer, and since his full time is not utilized as a Radio Communications Officer in that he also does clerical work as needed, that it could be of some savings to the Bureau in having him handle necessary photographic work there.

The Conference, therefore, recommends approval of the suggestion as made. Should the Director agree, Birmingham will be appropriately notified.

Respectfully,

For the Conference

RECORDED - 6

INDEXED - 6

Glyde Tolson  
MAR 17 1950

CC: Mr. H. H. Glegg  
Mr. Mohr

WRG:VH

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

EX-9 Have me checked other  
offices to see if any  
possible to do the same  
2. Also Birmingham  
employee should be  
commended. H.



DATE: March 10, 1950

TO : The Director

FROM : A. Rosen

SUBJECT: UNIMPORTED INTERSTATE SHIPMENT OF  
CIGARETTES, PUBLIC LAW 363, 81st CONGRESS,  
FIRST SESSION, ALSO KNOWN AS THE JENKINS ACTALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5CJ/PTFPURPOSE

To recommend a bulletin be forwarded to the field setting forth instructions relative to the handling of complaints which arise under the "Jenkins Act", a statute which requires appropriate notification to the State Tobacco Administrator of sales of cigarettes moving in interstate commerce to individuals other than authorized distributors.

FACTS

Public Law 363, 81st Congress, First Session, which is also known as the Jenkins Act, was approved by the President on October 19, 1949. It is designed to prevent a loss in the states through avoidance of sales or use taxes on cigarettes. It requires that any person disposing of cigarettes in interstate commerce to other than a distributor licensed by or located in a state taxing the sale or use of cigarettes shall, not later than the tenth day of each month, forward information to the Tobacco Tax Administrator of the destination state concerning all such shipments made during the preceding calendar month. This information includes the name and address of the person to whom each shipment is made and the brand and quantity of cigarettes shipped. The Criminal Division has advised the Bureau is charged with the responsibility of conducting the necessary investigations under this Act and we have received three cases thus far. A legal analysis of the Act is being requested of the Department.

RECOMMENDATION

Since this is a new violation and since it is deemed necessary to maintain a close tabulation on the volume of cases received, it is recommended that the field be immediately furnished with the gist of the statute and a statement of Bureau policy which it is believed should be the same as the now followed in Fraud Against the Government and similar violations. This policy requires that upon the receipt of a complaint or information alleging a violation of the statute, the Bureau must be immediately advised by Air Mail, Special Delivery letter, teletype or telephone depending upon the urgency of the circumstances. The field may, of course, proceed with a complete investigation and are at liberty to discuss the case with the United States Attorney at the outset or during any phase of the investigation.

ADDENDUM: AR: 3-10-50

The above recommendation was unanimously approved by the Executives' Conference. Those in attendance were: Messrs. Tolson, Ladd, Belmont, Clegg, Carlson, Harbo, Glavin, Mohr, Nichols, Tamm and Rosen.

Respectfully  
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION: "OK. H."

52 MAR 28 1950

ORIGINAL COPY FILED IN



The Director

March 16, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CIP/BJE

The Executives Conference of March 16, 1950, consisting of Messrs. Tolson, Carlson, Norman McCabe for Glegg, Belmont, Mohr, Harbo, Nease, Tracy, Nichols, Rosen and Glavin, considered a request made by the SAC at Butte for 12 dictating machines of the electronic memobelt type and 4 transcribers for this type of machine.

It was pointed out to the Conference that the Butte Office at the present time has a number of dictating machines in its possession. These machines date back to 1940 and 1941. There is only 1 machine in the Butte Office of a later vintage, that being 1947. There are 2 1939 models. They have 6 transcribers of the 1940 and 1941 model. They have 1 shaving machine.

The Conference was advised that SAC Banister of the Butte Division has always insisted on Resident Agents of that Division utilizing the dictating machine equipment in handling their dictation in the field. This dictation is put on cylinders and sent to the Butte Office for handling. Banister has had training courses for these Agents in the use of the dictating machine when they are in the Butte Office for conferences or other purposes. He also made quite a study of the machine in question as to the number of pages the stenographers can transcribe from the present records and the amount of time spent handling the records and shaving them in the divisional office. As a result of his survey, he pointed out that on occasion, due to the age of the machines being utilized by his office, the dictation is not as clear as it could be and, therefore, a longer time is used in transcription. He has also pointed out that 1 employee spent 9 hours and 15 minutes in a two-week period in doing nothing but shaving the records which had been sent in by the various Resident Agents in the Butte Division. It is further pointed out that the present dictating cylinders have to be forwarded to the Butte Office in carriers and at times the cylinders are damaged, necessitating redictation of the material.

With the new electronic machine, a memobelt would be used, this being a plastic belt which folds and can be sent through the mail. There is no possibility of breakage or of any blurring of the dictation on these belts. In cases of emergency, they could be forwarded by air mail-special delivery for handling in the Butte Office. A test was made on this type of equipment in Butte and the stenographers reported that the dictation was much easier handled and the earphones used in the new transcribers are much lighter and more comfortable and not as fatiguing when utilized for long periods of time.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

CC: Mr. H. H. Glegg  
Mr. Mohr

WRG:VH

RECORDED - 35  
INDEXED - 35

35166-2534-17603

Memorandum for the Director

The Conference was further advised that the new dictating machines would cost \$371.00 each and the transcribing machines would cost \$344.50 each. We have a trade-in allowance of \$50.00 on our old machines. It was also pointed out to the Conference that at the present time we have a number of dictating machines, both at the Seat of Government and in the field, that are of about the same vintage as the machines utilized in Butte and they are given wide usage in the field service.

It was recommended that since the Butte Office does use this equipment day in and day out that some new equipment be purchased for that Office. The Conference recommends, therefore, that 5 of the new dictating machines be purchased for Butte rather than the 12 asked for by him and that 2 transcribing machines be purchased. The 5 dictating machines will be transmitted to Butte for assignment to the heaviest Resident Agencies in that Division. Additional consideration could be given more such dictating equipment for Butte after the beginning of the next fiscal year.

The Conference recommends approval of the suggestion and, should the Director approve, appropriate action will be taken by the Administrative Division to order the necessary machines for the Butte Office.

Respectfully,  
For the Conference

Glyde Tolson

*This memo is lacking in some essential details. It doesn't tell me how many dictating machines nor how many transcribing machines are at Butte today. It mentions 3 dictating machines & 6 transcribers but I can't tell if that is the total.*

*AT*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 06-08-2011

THE DIRECTOR

3-8-50

Executives Conference

Per OGA letter dated 5/25/2011

~~SECRET~~

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin,  
Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, considered  
the indication given by Former Special Agent W. K. Harvey of CTA to  
Special Agent C. D. DeLoach

(S)

b1  
b3

(S-1)(S)

(S)

b1  
b3

(S-1)(S)

(S) The Executives Conference was unanimously opposed to such an  
arrangement because of the  
amount of time involved; because of the language problems; because of the  
difficulty in administering and disciplining such a group; because it was not  
believed that trade secrets of American security should be disclosed to  
foreigners; and because the Bureau is not charged with any intelligence activities  
in foreign countries.

b1  
b3

The Director's decision will be routed to Special Agent C. D. DeLoach  
for his information and guidance.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Mohr  
Mr. Clegg

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Sandy

HHC:DMF

RECORDED  
INDEXED - 76  
FBI # 323,913  
APR 11 1950  
CIVIL ASS. #  
E.O. # 12356  
DATE 5/10/91 INITIALS CDMF

166-2557-7604  
MAR 21 1950  
APR 21 1950

5/10/91

Classified by SP-5 CPH  
Declassify on: OADR

Source 1 is an Asst. Agency

THE DIRECTOR

March 20, 1950

EXECUTIVES CONFERENCE

REWRITE  
ORIGINAL CANNOT BE  
LOCATED

COUNSELORS FOR 44th SESSION  
FBI NATIONAL ACADEMY

The Executives Conference unanimously approved, in the order named, one from each of the two groups below to serve as FBI National Academy class counselors beginning April 10, 1950: *N.A.*

Experienced Counselor:

1. Dale O. Simpson, now Resident Agent at Texarkana, Arkansas. He did a splendid job in the session beginning in April, 1949.
2. Morris A. Ruebright. He has served twice before as counselor, the most recent time being in 1947. He is assigned to the Houston Office.

Inexperienced Counselor:

1. Charles Franklin Alden, Grade GS-12, EOD December, 1940. Excellent in last 3 annual efficiency ratings. Assigned to the Knoxville Office.
2. James M. Stockton, Grade GS-12, EOD July, 1943, Resident Agent at Jackson, Mississippi. His last 3 efficiency ratings have included two Excellents and one Very Good.

Respectfully,  
For the Conference

Clyde Tolson

OK  
H

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh  
*dgh*

44

RECORDED - 104  
INDEXED - 104

66-2554-7605

RECORDED - 104  
INDEXED - 104

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-50102

THE DIRECTOR

Executives Conference

3-14-50

*Confidentiality of source of information from*  
The Executives Conference on 3-14-50, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Carlson, Nease and Clegg present, considered the suggestion of the San Francisco Office that the identity of the Special Agents or Special Employees, who receive information from highly confidential sources, no longer be shown on the informant sheet attached to the report. The present requirement is that, when an employee receives information from a technical surveillance, trash coverage, or other confidential source, the information in the report be attributed to a "T-1" or "T-2" type of source of information and that the informant page or source of information sheet show the specific name of the Special Agent or Special Employee. The suggestion recommends that the identity of the Special Agent or Special Employee no longer be required on the informant sheet attached to the report.

Advantages

(1) In reporting information received months and years previously, a great deal of work is necessary to search through old technical surveillance logs to identify the name of the employee who received the information. This requires a great deal of time. (2) The information obtained from technical surveillances is inadmissible as evidence and, thus, the identity of the employee is of no value.

Disadvantages

(1) Whatever information appears in the report should, as a good rule, be attributed to a specific source of information. (2) The possibility of administrative boards being set up in the event of a war might suspend the rules of evidence and make such information admissible before such administrative boards or commissions considering the detention or release of suspected aliens and others. (3) Since the identity of such employees currently receiving such information would be shown, as per present requirements, on the source of information page, it would shorten the future work of this type immeasurably to have the information on the informant page. (4) It is a good, sound practice and policy to show the source of such information.

SACs' Consideration

This matter was submitted to a number of SACs participating in a conference in Washington. SAC Hostetter favored the suggestion.

The following recommended unfavorably: SACs McKee, Cornelius, Auerbach, Hallford, Hemrich and Richardson.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/10/91 BY SP-5 E/B/T

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Mohr  
Mr. Clegg  
44  
15-501

RECORDED - 6  
INDEXED - 6

EX-9

RECEIVED 2

RECEIVED 2





Memorandum for the Director

Executive Conference Consideration

The Executive Conference unanimously recommended that the requirements continue as they are, requiring that the identity of the employees be shown on the informant page.

Respectfully,  
For the Conference

Clyde Tolson

A  
40

THE DIRECTOR

February 21, 1950

JOINT COMMITTEE

SUGGESTION NO. 356

EMPLOYEE: SA JOHN J. BARRETT

NEW HAVEN OFFICE

CONSOLIDATION OF INCOMING DATE STAMP AND SEARCHED,  
SERIALIZED, INDEXED AND FILED STAMP

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CIP/ST

SUGGESTION: That the ~~block~~ stamp presently in use be combined with the stamp containing the language "Searched, Serialized, Indexed, Filed" in order to substantially cut in half the number of clerical operations presently required incident to the use of these two stamps. A suggested stamp reflecting the combination of the two stamps was outlined, it being noted that the conventional block stamp portion was to appear to the left, with the data on the second stamp to appear to the right.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

It was the opinion of the Joint Committee that the combination of these two stamps is desirable in order to eliminate unnecessary clerical operations. It was the unanimous opinion of the Joint Committee that the block stamp portion should appear to the right with the remaining portion to the left in order to obviate the danger of communications being routed to files in error because of initials appearing in the "Filed" portion, rather than in the lower righthand corner of the conventional block stamp as has been practiced for many years.

It is felt that an adequate number of the combined stamps should be prepared and furnished to the Field for their use.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 2/23/50, consisting of Messrs. Tolson, Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and N. H. McCabe, considered the above suggestion. Messrs. Glavin, Tracy, Mohr, Rosen and Nichols were not in favor of the suggestion since we would have to purchase new stamping machines for each office at a cost of several hundred dollars. Messrs. Tolson, Carlson and McCabe agreed with the Joint Committee since this will reduce two stamping operations to one on all incoming mail in field offices. Mr. Harbo suggests that the combined stamp be tried out first in the Newark and New York Offices to see how it works before adopting it for field use.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc- Mr. Clegg  
Mr. Mohr

SKM:dgh

5 MAR 30 1950

Respectfully,  
For the Conference

Clyde Tolson

ORIGINAL FILED IN 62-2537-71607

THE DIRECTOR

March 9, 1950

JOINT COMMITTEE

SUGGESTION NO. 375  
EMPLOYEE: RALPH J. MILES  
SAVANNAH OFFICE  
TYPEOGRAPHED STATIONERY

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

*Essential Conference*

SUGGESTION: That the Bureau prepare some mimeograph letterheads as stationery, on the back of which would be a return address and the Government penalty stamp, to be used in sending out circular letters of a routine type. It would only be necessary to fold and staple this letter with the address on the back where the frank appears.

ADVANTAGES:

1. It would save the use of envelopes for routine circulars and would save time consumed in placing the circulars in the envelopes and sealing the envelopes.

DISADVANTAGES:

1. Would be establishing a new form.
2. The amount of time spent in stapling and reversing the letter to address it would involve infinitesimally less time than placing them in envelopes and sealing them.
3. If the staple broke through, it would become an open letter for postal employees to review, and many of them would go astray.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5C/BMP

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

RECORDED - 114

INDEXED - 114

EX-9

166-2554-7608  
MAR 24 1950

ORIGINAL COPY FILED IN

THE DIRECTOR

March 21, 1950

EXECUTIVES CONFERENCE

SUMMARY REPORTS (PERIOD FOR WHICH MADE)

The Executives Conference on March 20, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson and Clegg, considered the recommendation as to the type of information to appear in the block labelled "Period For Which Made" in summary reports. It was found that some Agents were placing the all-inclusive period covering the time when the investigation was made; others were including only the time spent in the file review; and others were indicating the date on which the dictation of the summary report occurred.

The Executives Conference unanimously recommended that the following be set forth in the Manual of Rules and Regulations:

"In summary reports, under the heading 'Period For Which Made' shall be shown the date or dates when the file was reviewed or other administrative action except dictation was taken in connection with the preparation of the summary report. In those instances when the summary report is being submitted in lieu of an investigative report, the period during which the investigation was conducted and which is being initially reported in the summary report shall be shown in this block."

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CJO/HF

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 124

INDEXED - 124

166-2534-71609  
MAY 27 1950  
31

EX - 8

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh dgh

THE DIRECTOR

3/13/50

A. ROSEN

BANK ROBBERY INVESTIGATIONS

In view of the recent increase in the number and seriousness of bank robberies throughout the country, it is felt that the attached instructions to all Special Agents in Charge should be issued pointing out the challenge to the Bureau and that these cases must be effectively handled.

Attachment  
RJG:rsn

ADDENDUM AR:WW 3/15/50: Unanimously approved by the Executives' Conference today with Messrs. Tolson, Belmont, Harbo, N.H. McCabe for Clegg, Mohr, Nease, Ladd, and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5 CJB/mf

RECORDED - 34

15-2354-7795  
MAR 27 1950  
81

93  
1950

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	

h  
O  
THE DIRECTOR

March 20, 1950

EXECUTIVES CONFERENCE

X TIME STAMPS IN FIELD OFFICES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/81 BY SP-5 CJP/PA

Purpose:

To furnish the results of the recent survey of 7 offices concerning the desirability of utilizing time stamps in field offices in addition to the date stamps presently used.

Results of Survey:

All offices surveyed (Chicago, Detroit, Los Angeles, Newark, Philadelphia, San Francisco and New York) were opposed to the use of time stamps.

Reasons for Opposing Use of Time Stamps:

1. The use would not offer sufficient advantage to warrant its installation. (New York, Detroit, Los Angeles and Newark)
2. Experience has not indicated the need for time stamps in fixing responsibility. (New York, Detroit, Los Angeles, Philadelphia and San Francisco)
3. The use of time stamps would result in a delay in the handling of mail. (Chicago and Philadelphia)
4. Time stamps would serve no useful purpose and would cause additional work which would not be compensated for by the benefit to be gained. (Philadelphia)

EXECUTIVES CONFERENCE ACTION:

Unanimously concurred with the SAC's in opposition to the requirement for time stamps in field offices, 3/20/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson and Clegg.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

OK  
Z  
cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

RECORDED - 101  
INDEXED - 101

66-2552-764  
MAR 27 1950  
12



THE DIRECTOR

March 21, 1950

EXECUTIVES' CONFERENCE

BANK ROBBERY  
CIRCULARIZATION OF BANKS

The Executives' Conference recommended that the attached letter be transmitted to all banks pointing out the preventive steps and the steps which may be taken to assist the Bureau in connection with violations coming within the purview of the bank robbery statute.

The letter also points out that a copy of a poster setting forth jurisdiction of the FBI in bank robberies and associated crimes is also attached which the banks may desire to place on their premises.

The letter and the poster, the poster is presently being printed, will be transmitted to all Special Agents in Charge. The letter and the poster will then be mailed by the SACs to some 23,000 banks coming within the purview of the statute.

The letter is addressed to all banks, marked personal and confidential, not for release, and will go out over the signature of the Director.

This was unanimously approved by the Executives' Conference. Those in attendance were Messrs: Tolson, Nease, Carlson, Glavin, Mohr, Harbo, Belmont, Tracy, Ladd and Rosen.

Respectfully  
For the Conference

Clyde Tolson

Attachment

AR:FE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

54 MAR 29 1949

RECORDED - 107

INDEXED - 107

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CJB

RECEIVED - DIRECTOR  
FBI  
U.S. DEPT. OF JUSTICE  
MAR 21 5 18 PM '50



MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

utilized. The other members who were in attendance at the conference were of the opinion that the current instructions and practices were practical; that the use of mail covers is a well-recognized investigative technique; its use is legally established; and that the current instructions should be followed.

The Conference was of the unanimous opinion that the current procedures with reference to the establishment of trash covers be continued.

If you agree, the existing procedures with reference to the use of trash covers and mail covers will be continued.

Respectfully,  
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Tolson  
DeLoach  
Mohr  
Bishop  
Casper  
Callahan  
Conrad  
Felt  
Gale  
Rosen  
Sullivan  
Tavel  
Trotter  
Tele. Room  
Holmes  
Gandy

COPY SC.

March 17, 1950

SAC, NEW YORK

DIRECTOR, FBI

ReBulet 12-21-49, and prior correspondence concerning the form letter used in transmitting data received from trash coverage. Your suggestion is approved and it will be unnecessary for you to retain copies of the data being transmitted or of the form letter transmitting it in the future. A notation should be placed on the letter of transmittal to the effect that copies are not being retained.

HHC:DMG

(Approved by the Exec. Conf on 3-10-50, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Belmont, Ladd, Carlson, Rosen & Clegg present.) HHC:DMG

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DATE 5/10/91 BY SP-5 a: PHF

RECORDED 87

INDEXED - 87

MAR 28 1950

73

5-13-1-050

ORIGINAL FILED IN 66-3482

CC: Mr. Ladd  
Mr. Rosen  
Mr. Hargett  
Mr. Scott  
Mr. Schafer

March 6, 1950

THE DIRECTOR

A. ROSEN

SELECTIVE TRAINING AND SERVICE ACT OF 1940  
(PROSECUTIVE POLICE)

ALL INFORMATION CONTAINED  
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DATE 5/10/91 BY SP-5 Cj/DOF

PURPOSE

To advise that the Department on February 28, 1950, issued instructions to all United States Attorneys concerning prosecutive action to be taken in regard to cases pending under the Selective Training and Service Act of 1940.

FACTS

The Department previously advised the Bureau that a proposal was being considered in regard to the above and a teletype was directed to all Special Agents in Charge instructing them to hold the investigation of cases under the Selective Service Act of 1940 in abeyance until definite instructions were issued to the United States Attorneys.

ACTION TAKEN

A Bureau Bulletin has been prepared for the field setting forth Departmental Circular No. 3421, Supplement No. 29, which is instructions issued to the United States Attorneys advising them to decline prosecution of cases under the Act where an indictment has not been returned unless the delinquent is apprehended on or before March 31, 1950.

The Departmental Circular also instructs the United States Attorneys to review all cases pending under the Act where an indictment has been secured with the view of determining whether the best interests of the government will be served by continuing with prosecution. The field has been instructed in the Bulletin to discuss each case with the United States Attorney and advise the Bureau as to the results of the discussions with the United States Attorney concerning the disposition of the cases.

ADDENDUM: AR:FE 3-7-50

CHS:mas. Telegraphic advice was furnished to the field on March 7. The Executives' Conference unanimously approved the attached Bulletin go forward. Those in attendance were Messrs: Tolson, Ladd, Carlson, Clegg, Glavin, Harbo, Mohr, Belmont and Rosen.

Respectfully  
For the Conference

Clyde Tolson

RECORDED - 19

66-2539-7045  
MAR 27 1950  
81

MAR 8 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

March 18, 1950

Mr. A. H. Belmont

~~SECRET~~

C. E. Hennrich

~~CONFIDENTIAL~~

ESPIONAGE - R  
Bureau file 100-363448

Classified by SP-5 C/PMP  
Declassify on OADR 5/10/91

b6  
b7C  
b7D

PURPOSE:

To obtain authorization for the expenditure of \$500 to finance a trip from San Francisco, California, to New York, New York for the purpose of establishing contact with [redacted] in an effort to develop [redacted] as a double agent. (X)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

BACKGROUND:

Background of [redacted] who is Confidential. You will recall that [redacted] has furnished information to the Bureau through the San Francisco Office since September of 1947 relative to the activities of alleged Soviet agents in the United States. [redacted] has contended throughout the course of his contact with Bureau agents that his information came primarily from an individual known as [redacted] who, according to [redacted] has been in the United States since 1933 as a Soviet agent. (100-353947-288) (X)

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During the course of the contacts with [redacted] he has examined numerous photographs of female employees of the Soviet Government as well as photographs of other developed suspects in an effort to locate and establish the identity of [redacted] has stated on numerous occasions that [redacted] would act as a double agent in connection with intelligence activities of the Bureau if she were assured by the Bureau that she would be protected in the event that she were recalled to Russia. [redacted] has been interviewed on numerous occasions relative to his veracity and a technical surveillance has been operated on both his home and his place of business in an effort to check the information furnished by him to the Bureau. As a result of the investigation thus far conducted the Bureau has been able to establish that some of the individuals named by [redacted] were in the United States either as employees of the Amtorg Trading Corporation or as personnel attached to the Soviet Government Purchasing Commission during the war. It is obvious from his statements that he is aware (X)

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Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_

WAA:jam

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NOT RECORDED  
45 MAR 27 1950

EX-93

76116

WAA

Original copy filed in



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~~CONFIDENTIAL~~

of the presence of certain Soviet Government personnel in the United States. Within the last 90 days [ ] has been interviewed and urged to disclose the source of his information and agents have indicated to him that they felt that he was protecting someone, perhaps his brother, whom he has also described as a Soviet intelligence agent. On the occasion of this interview [ ] reaffirmed the existence of [ ] and has time and again volunteered to make trips at his own expense for the purpose of attempting to establish her present existence in the United States. (X)

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[Background of [ ] (X)]

On July 13, 1949, based on information furnished by the Department of State on June 3, 1949, the Bureau authorized an investigation into the activities of [ ] (100-363448) (X)

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The Department of State advised on June 3, 1949, that Soviet special passport number [ ] was issued on April 6, 1949, for [ ] a Soviet official who was proceeding to the United States as an employee of Tass News Agency. [ ] was to be accompanied by his wife, [ ] who held Soviet special passport number [ ] issued April 6, 1949. On April 28, 1949, [ ] and his wife were assigned non-immigrant registration visas number [ ] respectively under Section Three (1) of the Immigration Act of 1924. (100-363448-2) (X)

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In view of the similarity of the name of [ ] to that of [ ] a photograph was forwarded to the San Francisco Office with instructions to interview [ ] in an effort to identify [ ] as [ ] (100-363488-2, page 3) (X)

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On July 29, 1949, [ ] was interviewed by Special Agents Richard G. Fletcher and Harry T. Clifford of the San Francisco Division. On the occasion of that interview and without being furnished any information concerning the background of [ ] proceeded to tell the agents of the background of [ ] He recalled having met [ ] in San Francisco sometime between 1942 and 1945. He pointed out, however, that he was vague as to the date of this meeting. He stated that as near as he remembered he met [ ] was at that time accompanied by [ ] further stated that [ ] told him (X)

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that [ ] was in the United States to attend some conference in connection with either electrical or radio engineering and that he was a delegate to this convention. [ ] then proceeded to describe [ ] as being born in 1913, being approximately 5' 8" to 5' 9" in height, weighing 170 pounds, medium complexion and somewhat refined in his approach in comparison to other Soviet officials. (S) (100-363448-2) (S)

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In connection with this information relative to [ ] it should be noted that the description as furnished by [ ] fit reasonably well with the description furnished on the application for a passport which was submitted by [ ] (S)

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At the same time [ ] viewed a photograph of [ ] and stated that he could not identify the photograph but that he did know [ ] and recognized him from his photograph. (S)

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During the interview with agents relative to [ ] in July, 1949, [ ] stated that [ ] had told him that [ ] was coming to the United States and that he was attempting to become an outstanding Soviet engineer. He further stated that [ ] told him that [ ] had to be "well thought of" to receive an appointment as a delegate on a Soviet mission and that he would be given a routine intelligence assignment in connection with his duties as a delegate. According to [ ] performed satisfactorily on this routine assignment he would be given the opportunity to return to the United States and bring his wife with him. [ ] stated that [ ] told him that [ ] would consider defecting from the Soviet system if he were assured that both he and his wife could remain in the United States. (100-363448-2, page 5) (S)

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[ ] stated that he would be glad to go anywhere in the United States and to approach [ ] in an effort to establish [ ] as an informant for the Bureau. [ ] pointed out during the interview with agents that he realized that a tremendous amount of work had been entailed in an effort to locate [ ] and that he would make any trip at his own expense if he could assist the Bureau in establishing the identity of [ ]. He also stated that if he could succeed in getting [ ] to defect he felt that this would prove to the agents and to the Bureau that the information which he had furnished and attributed to [ ] was accurate. (S)

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(100-363448-2) (S)

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On September 23, 1949, the New York Office advised that [redacted] at

[redacted] In this connection it is to be noted that one [redacted] also resides in this same apartment building. (X)

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INFORMATION APPEARING IN BUREAU FILES  
RELATIVE TO [redacted] (X)

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A review of the Bureau files reflects the following information concerning individuals who may be identical with [redacted]  
[redacted]

Under date of June 23, 1942, in the case entitled "Amtorg Trading Corporation, Espionage - R" the Bureau was advised that [redacted] was listed among the inspectors of the Amtorg Trading Corporation who paid occasional visits to the Cincinnati Planners Corporation. (61-5381-1386) (X)

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Under date of May 28, 1947, a letter from the Newark Office in the case captioned "Mosnat, Internal Security - R" referred to a New York teletype dated May 21, 1947, advising of the arrival of individuals from Stockholm, Sweden, who were destined to attend a radio convention at Atlantic City, New Jersey. [redacted] Liaison Manager between the Atlantic City Convention Bureau and the Radio Telecommunications conference, which was held at the Ambassador Hotel at Atlantic City, New Jersey, advised that a Russian delegation had obtained an eight bedroom house in Atlantic City which they were to occupy during the conference and that [redacted] was one of the delegates from Russia. [redacted] was not further identified by [redacted] (100-308748-2546) (X)

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Under date of May 26, 1947, the New York Office advised in the case entitled "Mosnat, Internal Security - R" that [redacted] age 34, who was described as an official representative to the Radio Congress at Atlantic City, New Jersey, was one of the Soviet citizens who arrived at LaGuardia Field on May 12, 1947, aboard the aircraft Oydfu. (100-387480-2510) (X)

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RECENT DEVELOPMENTS (X)

Since August of 1949, an active investigation has been conducted by the New York Office in an effort to establish the day to day contacts of [redacted] An investigation has thus far failed to indicate that [redacted] is engaged in any activity other than (X)

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the normal routine business which he would conduct as a representative of the Tass News Agency. (100-363448-11, 14) ~~(S)~~

On March 17, 1950, the New York Office advised that [redacted]

[redacted] New York suggested that [redacted] will be in the hospital for a period of at least 10 days and that the subject will be living along during that time. Investigation also reflects that the subject is friendly with [redacted] and that [redacted] appears to be awaiting written orders to return to Russia. A confidential source advised on March 11, 1950, that [redacted] made the statement, "My heart is heavy," indicating the possibility that she did not desire to return to the Soviet Union. A confidential source of the New York Office further reported on March 15, 1950, that [redacted] was in touch with an unidentified woman and that both spoke about returning home. New York has recommended that if it is at all possible arrangements be made for [redacted] to contact [redacted] during the next 10 days in an effort to develop him as a double agent. It is further pointed out by the New York Office that a possibility exists that [redacted] may also defect because of his friendship with [redacted] decide to defect and remain in the United States. (Teletypes from New York and San Francisco dated 3/17/50) ~~(S)~~

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Simultaneous with this development the San Francisco Office advised that prior to a receipt of the above information in San Francisco from the New York Office, [redacted] contacted Special Agent [redacted] who has been in regular contact with the informant, on the evening of March 16. [redacted] told Special Agent [redacted] that it now appeared that his bankruptcy case might drag out for weeks or months and that he should not further delay his trip to New York to contact [redacted]. The informant stated that he wanted to be sure to contact [redacted] before he might be recalled to Russia and while he could still be of value to the Bureau. The San Francisco Office advised that the informant is destitute but stated that if necessary he would borrow funds to make this trip and if his mission failed he would expect no remuneration. He now feels that [redacted] will cooperate with the Bureau if he is assured that he can remain in the United States and obtain United States citizenship and that he could obtain employment for a period of two years to assure his financial security. During the occasion of this interview [redacted] again viewed the photograph of [redacted] and at this time her complete name was mentioned to the informant. After close study the informant stated that he is "fairly sure but not absolutely" ~~(S)~~

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~~CONFIDENTIAL~~

positive" that [ ] is identical with [ ]  
[ ] The informant attributed his failure to recognize the photograph when previously viewing it to the fact that the mode of hair dress was different from that usually worn by [ ] He also stated that although the date of [ ] birth was several years prior to 1918, which is the date of birth given for [ ] that [ ] could easily pass for a much younger woman. (X)

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The San Francisco Office has recommended that the informant proceed to New York provided his doctor will approve the trip. In this connection it should be noted that [ ] and that his doctor has previously suggested that the informant should not travel by air and that someone should accompany him on a trip. During the interview the informant requested that if possible he be accompanied to New York by Special Agent [ ] whom he desires to have present if he is successful in his contact with [ ] (X)

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San Francisco Office has advised that [ ] for the purpose of determining whether he is physically able to make the trip to New York. The San Francisco Office has recommended an amount of \$500 as being a minimum to cover the expenses for this trip for a two-week period. (X)

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RECOMMENDATION:

It is recommended that the Bureau approve the expenditure of \$500 and authorize the San Francisco Office to arrange for a trip to New York by [ ] for the purpose of contacting [ ] The details concerning the contact would be worked out by agents of the New York Office upon [ ] arrival and submitted to the Bureau for approval prior to any contact. It is further recommended that Special Agent [ ] be authorized to make the trip from San Francisco to New York with [ ] inasmuch as [ ] has had a close working relationship with [ ] and would be of invaluable assistance in any arrangements which might be made for a contact between [ ] It should be further noted that Special Agent [ ] has a complete knowledge of the previous information furnished by [ ] in connection with the investigation to establish the identity and whereabouts of [ ] If you approve the above recommendation it is suggested that the attached teletype be forwarded to the San Francisco and New York Offices. (X)

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Attachment

- 6 -

Approved by Executive Conference 3/20/50. Present were Messrs. Tolson, Ladd, Clegg, Carlson, Tracy, Mohr, Glavin, Rosen, and Belmont.

copy sc.

March 16, 1950

SAC, Albany

DIRECTOR, FBI

SECURITY OF BUREAU  
FIELD OFFICES

Reference is made to your communication of March 8, 1950, concerning the above-mentioned subject, wherein you request authority to have the grille work removed from certain windows of the Albany Office.

In view of the justification set forth by you and in view of the further fact that the Albany Office is now open twenty-four hours a day, the Bureau has no objection to having the grille work removed from the windows in question.

WRG:VH

The Executive Conference of March 14, 1950, consisting of Messrs. Tolson, Nease, Carlson, Clegg, Ladd, Belmont, Mohr, Parsons, Tracy and Glavin, approves. WRG:VH

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INDEXED - 43

66-2554-7617  
NOT RECORDED

MAR 28 1950

EX-87

38 APR 4 1950

ORIGINAL COPY FILED IN 66-2554



copy sc.

February 27, 1950

SAC, WASHINGTON FIELD

DIRECTOR, FBI

USE OF PRINTED FORM LETTER (La-8) FOR FOLLOW-UP;  
BUREAU BULLETIN #59, SERIES 1949, DATED DECEMBER 2, 1949

Reurlet December 8, 1949. In view of the circumstances cited in your communication, it will not be necessary for the Washington Field Office to place a notation on the top serial of the case file indicating report is either in the process of being sent to the Bureau or has already been sent at the time the follow-up is received from the Bureau. It is required in all instances that the form letter be returned to the Bureau irrespective of whether the case has been closed or not.

ES:dgh

Approved by Joint Committee, 2/20/50.  
Messrs. Clegg, Harbo, McKee & Scheidt present.

SUGGESTION NO. 359

Approved by Executive Conference, 2/27/50  
Present: Messrs. Tolson, Ladd, Mohr, Clegg,  
Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

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DATE 5/10/91 BY SP-5 CJB/HF

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MAR 28 1950

MAR 30 1950

ORIGINAL FILED IN 66-2095-1

March 1-50

The Director

The Executives Conference

ALL INFORMATION CONTAINED  
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DATE 5/10/91 BY SP-5 C/LOR

The Executives Conference consisting of Messrs. Tolson, Clegg, Nichols, Ladd, Glavin, Carlson, Rosen, Harbo, Belmont, Mohr, Nease and Tracy, considered a suggestion considered during the recent inspection and favorably recommended by the Inspectors, that an unidentified latent fingerprint file be established in the Single Fingerprint Section, Identification Division.

Under present procedure unidentified latent prints developed in Bureau cases are filed in the case file for comparison against the fingerprints of suspects developed during the course of the investigation.

(1). It is proposed that all unidentified latent prints in Bureau cases be filed in the Single Fingerprint Section by Bureau case classification. This would make it possible for a comparison to be made of the fingerprints of suspects in a current bank robbery case, for example, against unidentified latents in all Bureau bank robbery cases. At the present time such comparisons are made only upon specific request from the field division. (In the ROBIN case Inspector Guines requested that certain suspects' prints be compared against unidentified latents in a bank robbery case in New England occurring in January, 1947; and also in a bank robbery case occurring in New England in January, 1949). The Single Fingerprint Section would compare fingerprint cards of individuals arrested for violations in which the Bureau has investigative jurisdiction against unidentified latents on file in that specific classification as a matter of regular procedure if the suggestion is approved.

For the Director's information there are approximately 2500 unidentified latent prints in Bureau cases handled in the Single Fingerprint Section per year and the primary expense would be the time of approximately 1/2 clerical employee to maintain the file in current working condition. The time of the Single Fingerprint experts would be very small inasmuch as comparisons would be made in connection with current cases and would take but a very short period of time per case and would not necessitate additional personnel.

The Conference unanimously recommended the establishment of an unidentified latent fingerprint file covering Bureau cases as proposed.

Tolson OK  
Ladd OK  
Clegg OK  
Glavin OK  
Nichols OK  
Rosen OK  
Tracy OK  
Harbo OK  
Mohr OK  
Tele. Room OK  
Nease OK  
Gandy OK

cc - Mr. Mohr  
Mr. Clegg

SJT:MP

(2). The Conference considered a second suggestion that an

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54 APR 21 1950

ORIGINAL COPY FILED IN 100-1-109-7

Memo to The Director

March 1, 1950

unidentified latent fingerprint file be established for unidentified latent prints received from other law enforcement agencies and these prints be filed alphabetically by states. Approximately 3900 are received annually. This would enable the local law enforcement agencies to request the comparison of the fingerprints of a current suspect with unidentified latents previously submitted. The Conference was of the opinion that the work of the Identification Division should not be increased in this regard; that, however, such unidentified latents might well be filed for possible use by the Bureau.

Messrs. Tolson, Clegg, Nichols, Rosen, Belmont, Mohr and Nease felt that unidentified latent prints from local law enforcement agencies should be filed by general offense classification; while Messrs. Ladd, Carlson, Harbo, Glavin and Tracy felt they should be filed by state and alphabetically by locality. Fingerprints of suspects submitted by local police could be searched against unidentified latents in Bureau cases. For example, in Theft of Interstate Shipment cases, local police might arrest subjects in connection with local thefts or burglaries and such subjects might well be the unknown subjects in Bureau cases of a similar type. Safecrackers violating local laws might well be the same subjects in Bureau bank robbery cases. Where suspects' prints are submitted by Bureau agents in a Theft From Interstate Shipment case, the prints could also be searched against the National Motor Vehicle case latents under the "offense" division for example, or under the "locality" division if filed in that manner.

The existence of an unidentified latent fingerprint file covering latent prints received from other law enforcement agencies would make available to the Bureau suspects developed by local law enforcement agencies in connection with their own investigations for comparison as suspects in similar violations under the Bureau's jurisdiction. The reverse would also be true and there would automatically be some assistance rendered in particular cases to local law enforcement agencies.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

It is further recommended by the Conference that the unidentified latent fingerprint file be given a 1-year trial to determine whether it is productive.

Respectfully,  
For the Conference

Clyde Tolson

*Reconcur*  
*24*

h  
Executive Conference

C. E. Thompson

MAR 23 1950

TELETYPE

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DATE 5/10/91 BY SP-5ci/OTF

FBI WASHINGTON D C

3-23-50

2-33 PM NJ

SAC, BUTTE

R O U T I N E

EVANS MOTOR COMPANY BURGLARY, PAYETTE, IDAHO. ADVISE COUNTY PROSECUTOR  
GILBERT NORRIS, SA C. E. THOMPSON WILL APPEAR TO TESTIFY THIS CZXXX CAS  
MARCH THIRTY ONE. ADVISE IMMEDIATELY IF ANY CHANGE IN DATE TESTIMONY  
NEEDED.

HOOVER

RECORDED - 112

END

ACK PLS

Addendum

Approved by Executive Conference  
March 23, 1950.

66-2534-716-28  
MAR 28 1950  
73

60K FBI BT ACU 50  
MAR 23 1950

ORIGINAL FILED IN 66-2534-716-28

THE DIRECTOR

3/27/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CJP/DP

The Executives Conference of March 24, 1950, consisting of Messrs. Glegg, Carlson, Rosen, Belmont, Harbo, Tracy, and Glavin, considered a memorandum submitted by Mr. A. J. Leonard of the Records and Communications Section regarding the Customer Engineer of the International Business Machines Corporation who services the IBM equipment of the Bureau located in the Identification Division Building.

It was pointed out to the Conference that the Customer Engineer or service man is almost continually employed in servicing equipment rented from IBM by the Bureau in the Identification Division Building. He services the equipment not only of the Crime Statistics Section but also of the Laboratory and of the Administrative Division, all of which are located in the same building. In addition, he has two other small accounts in the neighborhood. He has been furnished with a temporary pass to the Identification Division Building because of the necessity for his being in the building a majority of the time.

Mr. Leonard pointed out that this service man is assigned to weekend duty by IBM from time to time and it is necessary that he be on call for half day on Saturday and under IBM regulations must be at his generally assigned headquarters near a telephone. Mr. Leonard suggests that this individual be permitted to report to the Identification Building where he could conduct the inspection and cleaning of IBM equipment utilized by the Bureau in the absence of his receiving any calls from his headquarters. Mr. Leonard points out that the bulk of security mail passes through the Crime Statistics Section; that this mail is locked up at night and over the weekend; further that the Security Index tabulating cards are also maintained in that section and are locked at night and over the weekend. Loyalty mail of considerable volume also passes through Crime Records for tabulation. Mr. Leonard states that we know nothing of the loyalty of the individual in question and suggests that it might be to the Bureau's interest and security to have this representative of IBM investigated after obtaining from him orally the usual background information as to prior places of employment and residence, etc.

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

The Conference was of the definite opinion that it would be undesirable to permit this service man to utilize Bureau space on Saturdays when the Bureau section is not working, and recommends that he

RECORDED - 16

INDEXED - 16

MAR 31 1950

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CC:cnb

MEMORANDUM FOR THE DIRECTOR

be advised that in view of our regulations, it will not be possible for him to use our space on Bureau non-work days.

Should the Director agree, Mr. Leonard will be so advised.

Respectfully submitted,

4  
Clyde Tolson

I agree  
JH

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



h  
O  
THE DIRECTOR

March 29, 1950

EXECUTIVES CONFERENCE

LIEUTENANT [REDACTED]  
EL PASO, TEXAS, PD  
APPLICANT, 44th SESSION FBI NA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CIB/HF

The Executives Conference on 3/29/50, consisting of Messrs. Tolson, Tracy, Harbo, Nichols, Ladd, Belmont, Carlson, Mohr and Clegg, considered the application of Lieutenant [REDACTED] El Paso, Texas, PD, to attend the FBI National Academy for the April, 1950, Session.

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The El Paso Office was advised by the Bureau on March 23, 1950, that this applicant was not considered as the type of officer desired for attendance at the Academy. This decision was based on the following reasons:

1. He was suspended for 10 days in March, 1947, for participating in a dice game with other officers during office hours and on Police Department premises.
2. In 1947, when the Bureau was experiencing considerable difficulty with Mr. Ed Gornley of the National Automobile Theft Bureau in Texas, applicant was appointed by Gornley to the Police Training Committee of the Texas Police Association. Applicant voted with Gornley on all matters considered by that committee, many of which were contrary to the best interests of the Bureau.
3. Applicant was in the military service for less than two months in 1943. He entered the service with a known ankle condition and 13 days after he entered the service a medical survey was made which showed that the condition of the ankle could not be corrected. A review of applicant's military record now reflects that he has entered claim for a disability pension.
4. Applicant was considered at least careless in permitting the subject of a Fraud Against the Government Case to use the veteran priority certificates issued to applicant.

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SAC Brown of the El Paso Office called and stated (1) that he would be embarrassed not to accept [REDACTED] since the City Council which seldom agrees unanimously agreed to set aside \$1,000 for the attendance of [REDACTED] at the Academy; (2) [REDACTED] is now assigned in charge of the newly created Police Training Division of the El Paso Police Department; (3) [REDACTED] application was initially presented over three years ago, and the previous application to that was for an officer whose attendance was opposed by the veterans in the Police Department since the applicant

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

cc: Mr. Clegg  
Mr. Mohr

100-2554-7622

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EX - 8

100-2554-7622

100-2554-7622

at that time was not a veteran, and on legitimate grounds this particular applicant was rejected; and (4) it is reliably reported that [redacted] will be the next Chief of Police in El Paso within a few years. b6 b7C

All members of the Conference except Mr. Nichols were of the opinion that [redacted] should not attend the Academy. Mr. Nichols thought he should be accepted.

Respectfully,  
For the Conference

Clyde Tolson

*I concur with  
majority  
JH*

March 13, 1950

PROPOSED CHANGE  
IN BUREAU MANUAL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 C/BJ

Part II, Chapter 3, Section 3, Subsection A-2

Upon arresting a subject, it is the Special Agent's responsibility to see that the subject is fingerprinted and photographed. In order to avoid duplicate fingerprints being sent to the Identification Division in connection with the same arrest, Special Agents should not fingerprint a subject unless he is to be released prior to the United States Marshal obtaining custody. Marshals are required by Departmental instruction to fingerprint all persons taken in custody by them. A duplicate photograph need not be taken by Bureau Agents if a copy can be promptly secured from the United States Marshal.

SJT:edm  
(WWB:mp)

RECORDED - 95

MAR 28 1950

EX-115

Approved by Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Carlson, Nease, Mohr, Belmont, Parsons, and Tracy on March 14, 1950.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

65 APR 14 1950

194

ORIGINAL FILED IN 66-2554-7623

March 2, 1950 -2

THE DIRECTOR

JOINT COMMITTEE

SUGGESTION NO. 369

EMPLOYEE: EL PASO OFFICE

SAVINGS: None  
AWARD: None

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/19/91 BY SP-5 E/bms

SUGGESTION: That the Bureau discontinue the frequent practice of transmitting mail by Special Delivery or should limit this practice.

The employee points out that in the El Paso Office they have three regular mail deliveries each day, at 9:00 A.M., 11:00 A.M. and 2:00 P.M., and two deliveries on Saturday; and by using Special Delivery there is added a 7:00 A.M., 4:30 P.M., 6:00 P.M., 7:30 P.M. and 9:00 P.M. delivery on regular work days, only two of which occur during regular official hours. Based upon figures for Special Delivery costs of the El Paso Office, he estimated that the field offices expend \$17,420 annually for Special Delivery, exclusive of the cost of Government expenditures. He felt this was excessive, and that the Special Delivery practice could be either completely discontinued or reduced to save at least \$10,000 per annum.

A check was made at the Communications Section, and it was pointed out that there would be dictated one or more communications by Bureau officials and supervisors to each field office daily in which Special Delivery postage was required. This would cost 15¢ for each communication, so by placing all of the letters to one field office in a single envelope it requires but one 15¢ special delivery stamp, and all of the mail is given this special handling; thus, there is no appreciable increase in the cost of sending all of the mail special delivery over sending just isolated pieces from time to time. It was the opinion of Mr. McGoy of the Communications Section that it would possibly represent a savings to send the larger envelopes containing the individual communications by special delivery rather than to send isolated communications each day to the same offices special delivery. He stated further that it had been determined that when special delivery stamps were used there was a more expeditious handling of the mail at the post office than would be the case of straight franked first class mail. It also provides, he stated, for deliveries on holidays and weekends.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Room \_\_\_\_\_

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is believed that the current practices should continue.

cc: Mr. Clegg

Mr. Mohr

HHC:agh

EX-180

RECORDED - 89

INDEXED - 89

66-2554-762-4

RECORDED

MAR 1 1950

Memorandum for the Director

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, felt that an SAC Letter should be prepared for the Field requesting that every care be exercised in the use of Special Delivery stamps so that they would not be used unnecessarily, with a view to reducing expense. It was not felt desirable to discontinue the practice of sending mail Special Delivery when weekend and holiday deliveries would justify this action on occasions and the use of Special Delivery also can be used to reduce teletype and telephone expense. There is attached hereto a proposed SAC Letter for consideration.

Attachment

March 22, 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

REQUEST, UNITED STATES MARSHAL THOMSON,  
NORTHERN DISTRICT OF ALABAMA, FOR THE  
PLACING OF WANTED NOTICE WITH THE FBI

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/91 BY SP-5 JLB/BJF

The Executives Conference, considered on March 20, 1950, the request of United States Marshal Raymond D. Thomson, Birmingham, Alabama, for authority to place wanted notices with the Identification Division. The Executives Conference reconsidered this matter on March 22, 1950, in view of a subsequent request of United States Marshal Thomson to the Department concerning the same problem. In this latter request he pointed out that his office was endeavoring to locate a defendant charged with a violation of the Servicemen's Readjustment Allowance Act of 1944. The investigation was made by the Veterans Administration, however, the United States Marshal's office was the only office endeavoring to apprehend the subject for this violation. The Identification Division records were checked and it was ascertained that there was no wanted notice placed by the Veterans Administration or anyone else for the arrest of this subject. Mr. John E. Galbraith, Director of Inspection-Investigative Service of the Veterans Administration, advised that the Veterans Administration has no authority to make arrests and after they have completed the investigation they do not endeavor to locate the subject, and it is considered the sole responsibility of the United States Marshal. This, of course, lends considerable credence to this request of United States Marshal Thomson.

United States Marshal Thomson has made similar requests in the past of the Department and we have advised the Department that as a matter of policy the FBI had not been posting wanted notices for Marshals except in infrequent instances when the circumstances of a particular case seemed to warrant as it was felt that the agency having the primary investigative jurisdiction was the proper one to be notified by means of the placing of a wanted notice. Judge Holtzoff stated that at this time in his opinion the United States Marshal had no need or right to place wanted notices except in Alaska where the marshal performed investigative work. (December 21, 1944)

Substantially the same policy was reiterated to the Department in response to another request emanating from United States Marshal Thomson in which we also pointed out the policy of the Bureau to avoid posting duplicate wanted notices. (January 8, 1947).

It should be recognized, of course, that the United States Marshals originally were the only arm of the Federal Government authorized to serve warrants and make arrests. By statute, however, the authority to serve warrants and make arrests has, from time to time, been extended to other investigative agencies, such as the FBI. This was based on the theory that the agency responsible for conducting the investigation might well during the course of its investigation locate the subject of a warrant. By apprehending him at that time his escape would be prevented. There therefore exists a dual power of arrest, that of the United States Marshal and of the investigative agency so authorized by statute.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

JAC:PS

RECEIVED - BUREAU OF INVESTIGATION

RECEIVED - BUREAU OF INVESTIGATION  
APR 4 1950  
66-2137-71625



Prior to the adoption of the new rules of the Federal Criminal Procedure, the subject of a Bureau investigation became a fugitive when a warrant of arrest had been issued and returned "non est," meaning that he could not be found. An alias warrant was then issued. It was the practice of the Bureau to have the warrant "non est" at the time it was issued when the whereabouts of the subject were unknown.

After the adoption of the new Federal Rules of Criminal Procedure the necessity of obtaining alias warrants was eliminated by a provision that a warrant returned unexecuted may be delivered by the Commissioner to the Marshal or other authorized person for execution or service. (Rule 4 c (4) ) Therefore, the policy of the Bureau has been to declare a subject for whom a warrant has been issued a fugitive when his whereabouts are unknown. The Bureau's rules further provide that whenever a subject becomes a Bureau fugitive a form letter shall be submitted to the Bureau immediately. This, therefore, in effect is a wanted notice and serves as a stop in the records of the Identification Division. The policy of the Bureau, as stated in the FBI Handbook, Part 2, Page 3, is to have all warrants in Bureau cases addressed to "any United States Marshal or any other authorized officer." The Handbook also provides, Part 2, Page 6, that warrants in ordinary cases shall be served by United States Marshals and their deputies, however, if no marshal is available and emergency action is required warrants may be served by Special Agents and Special Agents in Charge may authorize Special Agents to serve warrants without Bureau authority except in those instances where general Bureau policy is involved, because of the importance of the investigation, its ramifications, or the identity of the person to be arrested.

As the Director will recall Assistant Director H. H. Clegg was sent to Birmingham in December 1944, as a result of difficulties experienced with United States Marshal Thomson. A separate memorandum with regard to the Bureau's experiences with Marshal Thomson is transmitted herewith for the Director's convenience. It was pointed out to the Ex-Officio Conference that the marshals and their deputies take an oath that they will "faithfully execute all logical precepts directed to them under the authority of the United States." It was also pointed out that the United States Marshal's Manual provides that "Each Marshal is specially instructed that the utmost diligence must be exercised in apprehending every person for whom he has received a warrant of arrest. This means more than merely going once to the last known address of the defendant. Every effort must be made to secure information as to the whereabouts of defendants, and such information must be closely followed up and turned over to district attorneys if it is found that a defendant has fled to another district. Marshals should expect to receive the cooperation and assistance of local officers and of Government agents and inspectors, but the duty of making arrests primarily devolves upon marshals, and they should see that their deputies properly perform their duties in this respect".

It was recognized that if United States Marshals file requests for wanted notices there will be a certain amount of duplication because of other

wanted notices already placed by investigative agencies. It was pointed out, however, that the information resulting from the placing of a wanted notice would usually indicate only that the person was confined in a particular jail or house of detention. Since these detentions oftentimes are for a short duration it is necessary that very prompt action be taken if the wanted notice is going to accomplish its purpose. It would mean that the investigative agencies should be particularly alert to take immediate steps looking to the apprehension of a subject when they receive information of value as a result of a wanted notice. In certain instances the information would indicate that the person has filed application for a certain type of employment, has enlisted in one of the armed services, has made application for a license which requires a check with the FBI, or for some other reason, and this information could possibly be utilized to locate the fugitive.

Messrs. Glavin, Ladd, Mohr, Belmont, Rosen, and Carlson, were of the opinion that the Department should be advised the Bureau will place requests for wanted notices from United States Marshal Thomson in situations such as he has called to their attention if he is in possession of a warrant of arrest directed to him. It was pointed out, as indicated in Mr. Tracy's memorandum, that in May 1944, it was necessary for the Director to send Mr. Clegg to Birmingham to interview United States Marshal Thomson because he had been interfering in investigative matters under the jurisdiction of the Bureau by going beyond the duties and functions of a United States Marshal. It was pointed out, however, that there is nothing in the Bureau files to indicate that since Mr. Clegg's discussion with Mr. Thomson we have had any similar incidents. Requests of Mr. Thomson since that time for the placing of wanted notices have been for the alleged purpose of properly conducting the duties of a United States Marshal. It was felt that if Mr. Thomson ever made any improper use of these requests for wanted notices appropriate action could be taken at that time. The four cases cited by Thomson are not Bureau cases and even though he should request a wanted notice in Bureau cases it was felt that the present policy of the Bureau concerning its cases would give adequate protection to the FBI, since the Identification Division immediately contacts the Bureau fugitive supervisor prior to sending any notification to an outside agency in a Bureau case in which there is a stop or a wanted notice. This enables the Bureau to take appropriate action towards the prompt apprehension of fugitives.

Mr. Tracy was of the opinion that the Bureau's policy should not be reversed entirely. He was of the opinion that we could accept these requests for wanted notices from United States Marshal Thomson when the agency conducting the investigation, upon which a warrant of arrest is issued, does not have the authority to make arrests. This would cover agencies such as the Veterans Administration and substantially satisfy United States Marshal Thomson in this respect.

In the event the majority view of the conference was approved, there is attached hereto a memorandum to Mr. Anderson. It should be noted that this communication deals solely with United States Marshal Thomson and does not extend the placing of wanted notices for all United States Marshals. There is likewise attached hereto a letter to SAC King of the Birmingham Office concerning Thomson's recent request and enclosing a copy of the letter to Mr. Anderson.

together with copies of communications from United States Marshal to the Department.

Respectfully,  
FOR THE CONFERENCE

T.M.

Clyde Tolson

Attachments  
cc: Mr. Mohr  
Mr. Glavin

1. It is not clear why we can't have a basic policy & apply it to all Marshals. If it is good for one it should be good for all.
2. Wouldn't it be well to consider communicating with the Int. Agencies & having arrest powers to place. Watch Notices promptly.

H.

March 22, 1950

Mr. S. A. Andretta  
Administrative Assistant to the Attorney General  
Director, FBI

REQUEST, UNITED STATES MARSHAL THOMASON,  
NORTHERN DISTRICT OF ALABAMA, FOR THE  
PLACING OF WANTED NOTICES WITH THE FBI

Reference is made to your memoranda of March 13 and 20, 1950, transmitting copies of communications received from the United States Marshal for the Northern District of Alabama with respect to the placing of wanted notices with the Federal Bureau of Investigation.

As you know, the Bureau has previously considered similar requests and has advised the Department that it was of the opinion that to avoid duplication of work wanted notices should more properly be placed by the agency conducting the investigation upon which a warrant of arrest is based. However, the Bureau will place wanted notices in the files of the Identification Division from United States Marshal Thomason in those instances in which he is in possession of a warrant of arrest directed to the United States Marshal.

March 23, 1950

SAC, BIRMINGHAM

DIRECTOR, FBI

REQUEST, UNITED STATES MARSHAL THOMASON,  
NORTHERN DISTRICT OF ALABAMA, FOR THE  
PLACING OF WANTED NOTICES WITH THE FBI

You are, of course, aware of the recent request made by United States Marshal Raymond E. Thomason concerning the placing of wanted notices in the Identification Division of the FBI for him.

There are enclosed herewith copies of letters from United States Marshal Thomason to the Department, dated February 14 and March 13, 1950. There is likewise enclosed a copy of the letter from the Bureau to Mr. Andretta concerning the problem presented by Mr. Thomason. You will note the Bureau has indicated that it will place wanted notices in the files of the Identification Division for United States Marshal Thomason in those instances in which he is in possession of a warrant of arrest directed to the United States Marshal. The cases which he has used to illustrate the need for the placing of wanted notices are, of course, not Bureau cases. It may be possible, however, in the future that he will likewise request the placing of wanted notices in some Bureau fugitive cases. You should be particularly alert to insure that the Bureau fugitive cases in the Birmingham Division are being promptly and expeditiously handled, and should keep the Bureau advised in the event that the United States Marshal's office appears to in any way exceed the proper duties and functions of that office. In the event any difficulties are encountered you should advise the Bureau immediately.

Enclosures

JAO:pc



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P  
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DEPARTMENT OF JUSTICE  
UNITED STATES MARSHAL  
Northern District of Alabama

BIRMINGHAM

February 14, 1950

Mr. S. A. Andretta  
Administrative Assistant  
to the Attorney General  
Washington, D. C.

Re: Fingerprint Wanted Notices

Dear Sir:

During 1945 and 1946 this office had quite a bit of correspondence with you regarding U. S. Marshals being deprived of the right to place wanted notices with the Identification Division of the F.B.I. At that time you held that the marshal did not have this right, and that any wanted notice should be placed by the investigating agency and not the marshal's office.

The operation of this policy has not been satisfactory to this office and has resulted in this office having to spend money in the way of mileage, per diem, etc., which would not have been spent if we had been able to use the facilities given every other law enforcement agency.

I am attaching hereto an excerpt from the U. S. Marshal's Manual, page 406.02, which states that marshals should expect to receive the cooperation of local law enforcement officers and Government agents in the discharge of their duties. I feel like I am not receiving this cooperation when I am deprived of the right to place wanted notices with the F.B.I. In all fairness I think if I cannot have this cooperation I think you should amend your manual to read "except in the matter of placing wanted notices with the Identification Division of the F.B.I." I will give you below some of the experiences we have had which I think justifies the above statement:

Case No. 1. A defendant failed to appear in court, his bond was forfeited and a bench warrant was issued. We spent considerable time and money in endeavoring to locate this defendant. We later learned that he was in Florida. The warrant was mailed to Florida. I don't know how much time or expense the marshal in Florida expended.



Page 2

Some months later by mere accident one of the deputies discovered that the man was in one of the county jails in this district and he had been there for more than a month. If the investigating agency was notified of the apprehension of the man the information was certainly not relayed to this office.

Case No. 2. This office requested an investigating agency to place a wanted notice for the defendant. Some months later the defendant was arrested on a local charge in another state, and a copy of the criminal record was forwarded to the investigating agency. The clerk in that agency stamped the date received, punched two holes in the record and very neatly placed it in the files while we kept looking for the man.

Case No. 3. At the present time we have on hand several warrants charging defendants with violation of the Servicemen's Allotment Act. These cases are investigated and reports made to the U. S. Attorney by the Veterans Administration, whose office is in Montgomery, Alabama. I don't think the Veterans Administration is considered as a law enforcement agency. We have learned through investigation of local police, sheriffs, etc., the FBI number of some of these defendants, yet due to the position taken by you in this matter we are not permitted to place wanted notices with the F.B.I. Recently one of these defendants passed through the City Jail at Birmingham on a drunk charge, while the warrant was being held in our office. We did apprehend the defendant from the information received at the City Jail. Under our present arrangement it requires our deputies to constantly check the local jails to see if any of the defendants were recently placed in jail. This not only takes time of my deputies, but also takes time of the identification officer at the Sheriff's and Police Department office. Many times these men have said, "why don't you place a wanted notice with the FBI." It is hard for us to make them understand that although we are a part of the Department of Justice, that this service is denied this office.

I truly hope that I may have your cooperation in securing this most needed service for the U. S. Marshals offices.

Yours very truly,

/s/ Raymond E. Thomason

Raymond E. Thomason,  
United States Marshal

RET:ob

DEPARTMENT OF JUSTICE  
UNITED STATES MARSHAL  
Northern District of Alabama  
BIRMINGHAM

February 7, 1950

Each marshal is specially instructed that the utmost diligence must be exercised in apprehending every person for whom he has received a warrant of arrest. This means more than merely going once to the last known address of the defendant. Every effort must be made to secure information as to the whereabouts of defendants, and such information must be closely followed up and turned over to district attorneys if it is found that a defendant has fled to another district. Marshals should expect to receive the cooperation and assistance of local officers and of Government agents and inspectors, but the duty of making arrests primarily devolves upon marshals, and they should see that their deputies properly perform their duties in this respect.

C  
O  
P  
Y

DEPARTMENT OF JUSTICE

UNITED STATES MARSHAL

Northern District of Alabama

BIRMINGHAM

March 13, 1950

Mr. S. A. Andretta  
Administrative Assistant  
to the Attorney General  
Washington, D. C.

Dear Sir:

On February 14th I wrote you quite a lengthy letter regarding the matter of the U. S. Marshal not being permitted to place wanted notices with the Identification Division of the FBI.

Soon after I wrote you this letter an occasion arose in connection with our attempting to execute a warrant of arrest for [redacted] wherein I felt it would be of great assistance to this office if we could have a wanted notice placed with the FBI. I placed such a notice with the FBI and a few days ago Mr. George King, Agent in Charge of the FBI at Birmingham met me in the Federal Building at Birmingham and stated that he had a letter (I presume it was the letter which he had in his hand which I was not permitted to read,) advising him that I had placed a wanted notice and that the Department had ruled that marshals should not place wanted notices.

b6  
b7C

In line with our conversation I wrote Mr. King per copy of letter attached.

This for your information.

Yours very truly,

/s/ Raymond E. Thomason

Raymond E. Thomason  
United States Marshal

Mr. Rosen  
Mr. Hargett  
Mr. Martin

THE DIRECTOR

March 23, 1950

EXECUTIVES' CONFERENCE

UNLAWFUL FLIGHT TO VOID PROSECUTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CIP/PM

The Executives' Conference considered the policy relative to unlawful flight investigations on the basis of the Director's observations concerning the Bureau's function in such matters.

It was the unanimous opinion of the conference that steps should be taken to immediately implement our program. The steps recommended are as follows:

1. Instructions be issued to the Identification Division to immediately advise the Investigative Division of all persons wanted by local authorities, such as law enforcement agencies, state penal and correctional institutions, for having committed one of the offenses named in the Unlawful Flight to Avoid Prosecution Statute.

This, of course, will mean that the Identification Division will advise the Investigative Division of all stops placed by law enforcement officers where the individual is sought for having fled to avoid prosecution, where the individual has fled from a state penal or correctional institution, or where he has fled the state to avoid giving testimony, if such action falls within one of the offenses named within the statute.

A memorandum has been prepared to the Identification Division covering this situation and Mr. Tracy has been advised that a memorandum has been prepared and is being sent through to him.

A bulletin has been prepared advising the field of the policy which will be effective immediately and pointing out to the field the reason for the Bureau's position in this matter in that our function is preventive as well as corrective and is attached.

A form letter has been prepared to be used in transmitting background information to the field which will initiate the inquiries bringing about the filing of process in the field for these badly wanted fugitives.

The Conference also recommended and an appropriate article is being put out to be placed in the law enforcement bulletin on this matter.

The Executives' Conference unanimously approved the recommendations suggested. In attendance were Messrs: Tolson, Ladd, Carlson, Glavin, Belmont, Mohr, Tracy and Rosen.

Respectfully,  
For the Conference

Attachment

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

AR:FE

58 MAY 9 1950

ORIGINAL COPY FILED IN

MAY 1959

The Director

A. Rosen

**MANUAL REQUIREMENTS  
RE ACCOUNTANTS QUALIFIED TO  
HANDLE BANKRUPTCY CASES**

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/19/91 BY SP-5C/012

PURPOSE:

To recommend the amending of present Manual requirements to the effect that the accounting phases of Bankruptcy cases may be assigned only to those Agents whose personnel files reflect that they are so qualified and that in the future the assignment of Agents to Bankruptcy cases be left to the discretion of the SAC.

FACTS:

From 1944 to 1949 due to economic conditions brought about by the war, the number of Bankruptcy cases handled by the Bureau materially decreased. As a result of this decrease a majority of accounting personnel were not afforded the opportunity to work on this type of case and accordingly are unable to meet the Manual requirements concerning the qualifications of accountants in Bankruptcy cases. However, during this period, there was a noticeable increase in Fraud Against the Government, Renegotiation and Court of Claims cases, the investigation of which afforded the Bureau accounting personnel widespread experience in complicated accounting matters, which experience is readily applicable to Bankruptcy cases. At the present time the volume of Bankruptcy cases is on the increase and there are not sufficient "qualified" Bureau accountants to handle these cases; therefore, it is deemed advisable to amend the present Manual requirements concerning the Agents who may be assigned to the accounting phases of Bankruptcy cases.

ACTION:

It is recommended that the present Manual requirements concerning the Agents who may be assigned to the accounting phases of Bankruptcy cases be amended and that in the future such assignment be left to the discretion of the SAC. Attached for your approval are Manual and Handbook revisions.

ADDENDUM: AH 3-27-50

The executive's Conference unanimously approved with Messrs. Ladd, Harbo, Carlson, Mohr, Glavin, Nichols, Belmont, Tracy and Rosen in attendance.

DIRECTOR'S NOTATION: OK.H,  
Attachment

AJM:nhl

Respectfully  
For the Conference

Clyde Tolson

166-2554-1  
NOT RECORDED  
75 MAY 19 1959

ORIGINAL COPY FILED IN

The Director

March 20, 1950

A. Rosen

INFORMANTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/10/91 BY SP-5CJ/BF

PURPOSE:

To request that instructions be sent to all Bureau offices clearly defining criminal informants, confidential sources and sources of information as well as establishing administrative procedure to enable the various divisions and the Bureau to properly supervise the criminal informant program in each office.

DETAILS:

In order to instruct the various Bureau offices as to which individuals should be considered as criminal informants, confidential sources and sources of information and to establish administrative procedure to permit the Bureau and each division to properly supervise the criminal informant program in each office, instructions concerning the following are being issued:

1. Definition of a criminal informant, confidential source and source of information.
2. Establishing a new index of "Confidential Sources" which will include reputable businessmen who furnish information or make records available to the Bureau on a confidential basis. Such persons will not be considered as informants.
3. A "purge" of criminal informant index of the names of those individuals who should more properly be included in the confidential source or source of information index.
4. Preparation of informant index cards.
5. Maintenance and assignment of an administrative file on each informant or potential informant. Background information and details of data furnished by the informant will be included therein.
6. Provide for the Bureau to be informed of the background of each criminal informant and the details of the information furnished by the informant. This method should eliminate "window dressing" and at the same time the Bureau will be in a position to know the actual number of real criminal informants available to each office.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

Attachment

cc: Mr. Clegg

LST:scb

RECORDED - 34

INDEXED - 34

66-2554-7626

7. Require a monthly letter from each Bureau office reflecting the progress of and action being taken to improve the criminal informant coverage in each office. This will assist the Bureau in determining that proper emphasis is being placed on this program in the field.

58 APR 6 1950

66-2554

P.T.



Memorandum to the Director

INFORMANT PROGRAM CONFERENCE, MARCH 13 and 14, 1950:

The details concerning each of the first five steps, as well as many other suggestions, were discussed at the conference on the informant program on March 13 and 14, 1950, and all in attendance were in agreement except as noted hereinafter.

The various Special Agents in Charge suggested that a criminal informant be described as an individual who can, will or does .... If this suggestion is adopted, it would permit inclusion of the names of individuals in the criminal informant index who may be in a position to furnish information but who never have furnished information and there is no assurance that they ever would furnish information. This would permit the criminal informant index to be built up with the names of many "potential" criminal informants but not real criminal informants who are active and productive.

The Special Agents in Charge also felt that the individual files on criminal informants should be open, active files which would be listed on the monthly administrative report. This matter had previously been considered by the Executive's Conference on March 3, 1950, which decided that this was just a paper work administrative handling of the problem which was not sufficient, and would confuse the report as far as the total cases pending is concerned.

Steps six and seven were briefly outlined at this conference. These are matters which the Bureau feels are absolutely essential and necessary to insure proper supervision at the seat of government.

RECOMMENDATION:

That the attached Bureau Bulletin, setting forth instructions concerning the above, be issued.

This, of course, pertains to only administrative procedure which can be and should be initiated immediately in the field. Other suggestions and recommendations concerning this program will be promptly submitted for appropriate consideration.

The Executives' Conference on 3/20/50 approved the recommendations with the following exceptions noted:

1. Mr. Glavin thought that it was not necessary to require a monthly letter from each Bureau office reflecting the progress of action being taken. The balance of the Conference thought it was highly desirable that this monthly letter be required in order to follow up the field and to determine whether proper

To The Director

emphasis is being placed on the program. This may be cut down to a quarterly basis later on but certainly at this time we should follow up closely any activities of the field to insure that the program is working.

2. Mr. Clegg did not feel it desirable to make it compulsory that a "T" Symbol be used in referring to confidential sources when information furnished by these persons is incorporated in reports. The balance of the conference felt the requirement in the bulletin was satisfactory; that is, that a "T Symbol" should be used in referring to a confidential source in reports, rather than disclosing his name.

3. Messrs. Glavin and Clegg believe that there should be some provision for potential informants. These persons are not cataloged. They will be the subject of memoranda in the field office files but will not be incorporated as a criminal informant or as a confidential source until properly developed. The balance of the conference, therefore, feels the field offices will have to work on the potential informants until such time as they can be defined as real criminal informants. Until that time the SAC will be cognizant of the possibility of developing this individual as an informant, but they will not have a paper record in the field offices of persons classified as potential informants, when as a matter of fact no information has been obtained from them over a period of years.

4. Mr. Clegg believes that there should be no reference to "sources of information" in this bulletin. Our bulletin describes a source of information as follows: "An individual, organization or concern, which willingly furnishes information to representatives of the Bureau and no reason exists to protect their identity in Bureau communications."

This definition is given because in the past there has been much information which has been incorporated as information coming from confidential sources, etc., which should more properly have been treated as a source of information. Such a source is one available to everyone in the office. An example of a source of information would be an individual in a large manufacturing concern, who readily furnishes information to any representative of the Bureau. This individual has been cooperative in past experience with him. In a large city this index saves considerable time for the Agent, who desires information in one of these large establishments and wants to know the identity of an individual located therein who may be in a position to readily furnish information to a representative of the Bureau. The Conference felt that this definition very properly, therefore, changes in this bulletin.

Those who were in attendance are as follows: Messrs: Tolson, Ladd, Rosen, Glavin, Mohr, Harbo, Belmont, Tracy and Rosen.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully  
For the Conference

Clyde Tolson

The Director

March 28, 1950

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Clegg, Carlson, Mohr and Tracy, on March 28, 1950, considered a suggestion that the hours of the day force and the night force in the Identification Division be changed to eliminate the overlap period from 3:30 p.m. to 4:30 p.m.

For the Director's information the night force of 363 employees overlaps the day force between 3:30 p.m. and 4:30 p.m. However, 100 employees of the night force Technical Section report directly to a classifying unit and this system is working out very satisfactorily, thus reducing the number of employees searching on the fingerprint cabinets during the overlap period.

In view of transportation difficulties primarily, the Conference unanimously recommends that no change be made in the hours of the day shift and night shift of the Identification Division. Those hours are presently 8:00 a.m. to 4:30 p.m. and 3:30 p.m. to 12 midnight.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CIP/08

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

SJT:MP

*I think idea basically  
good if it were not for  
the difficulties in transportation*

RECORDED - 34

INDEXED - 34

66-2534-7627  
16

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

1 APR 5 1950

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: MARCH 7, 1950

TO : DIRECTOR, FBI

FROM : SAC, OKLAHOMA CITY

SUBJECT: AGENTS' AND CLERICAL CONFERENCESALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/91 BY SP-5 Cj/DMF

Please be advised that during the last Agents' conference the writer discussed the subject of economy. In preparing notes for the discussion an estimation of salaries and other expenditures, which will be referred to hereinafter, was made for the purpose of pointing out to the employees and approximate cost of operating the Oklahoma City Office during the calendar year of 1949. After preparing the estimates I must admit that it was shocking to me, as well as other employees, to learn what our expenditures had been during the past calendar year. The breakdown was as follows:

Salaries	\$284,996.93
Rent	15,913.30
Automobiles - operating expenses, including both government and privately owned automobiles.	25,593.38
Travel (GTRs)	3,585.96
Subsistence	17,981.28
Other expenses reflected on expense vouchers of official nature.	4,483.80
Confidential fund	2,728.51
Communications	12,292.68
Ammunition	2,525.00
Miscellaneous supplies.	1,000.00
Miscellaneous contracts for services and supplies	1,479.08
<b>TOTAL</b>	<b>\$375,579.92</b>

It was found that pointing out to the employees the great cost of operating an office has materially assisted in reflecting an interest by each employee in cooperating to decrease the operating expenditures.

It is desired to point out that while the operating expenses totaled \$375,579.92, the total savings and recoveries for the same period of time amounted to \$812,783.00.

DAB/ms

RECORDED - 143

INDEXED - 143

66-2534-1  
NOT RECORDED  
146 APR 5 1950

INITIALS ON ORIGINAL

X Field office Expenditures

ORIGINAL FILED IN 66-2534-1

To the Director  
From SAC, Oklahoma City  
March 7, 1950

This is being brought to the attention of the Bureau since it is believed that possibly you might care to issue instructions for each office to prepare a similar breakdown for discussion at the next Agents' and clerical conferences in each office.

March 30, 1950

MEMORANDUM FOR MR. TOLSON

LADD  
CLEGG  
GLAVIN  
HARBO  
NICHOLS  
ROSEN  
TRACY  
DELMONT  
CARLSON  
MOHR  
NEASE

ALL INFORMATION CONTAINED  
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DATE 5/10/91 BY SP-5 C/BH

*Handling of*  
~~RE. EXECUTIVE CONFERENCE MEMORANDA~~

I have noted that a practice has been utilized in the past of submitting various matters to the Executives Conference for consideration and thereafter addendums are made on previously prepared memoranda setting forth the action of the Executives Conference, and such memoranda are not submitted to Mr. Tolson or to me for approval.

I want this practice discontinued immediately and hereafter all matters submitted to the Executives Conference should be properly prepared and routed to Mr. Tolson for approval and to me before final action is taken. I do not desire that any action be taken on matters submitted to the Executives Conference until the action has been approved by Mr. Tolson and by me. I want no deviations from these instructions in the future.

Sincerely yours,

J. Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

MAILED 7  
MAR 31 1950  
COMM - FBI

EX-115

RECORDED - 25  
INDEXED - 25  
APR 6 1950

RECEIVED  
U.S. DEPT. OF JUSTICE  
MAR 30 7 44 PM '50  
7629



THE DIRECTOR

March 29, 1950

The Executives Conference

~~×~~ FOLLOW-UP COPIES OF CRIMINAL RECORDS

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Clegg, Belmont, Mohr, Carlson, and Tracy on March 28, 1950, considered a suggestion from the Identification Division concerning follow-up copies of criminal records furnished to law enforcement agencies and institutions.

For the Director's information, the present policy provides for follow-up copies of criminal records to be sent to all law enforcement agencies which have arrested the individual within the last five years if the current arrest is a major offense. In addition, the last institution is sent a follow-up copy of the current arrest.

Between 8,000 and 12,000 copies are prepared daily for follow-up purposes. There would be a savings in the Identification Division in paper stock and personnel if the number of follow-up copies were reduced.

It was recommended that the present policy be changed as follows:

- (1) That follow-up copies be sent to federal and state institutions where the full time of the sentence has not expired
- (2) That follow-up copies be sent only to the last law enforcement agency arresting the subject for a major offense

The Executives Conference unanimously recommends approval of the suggestion.

There is attached hereto a memorandum to the Identification Division in the event the Director agrees.

Respectfully,  
For the Conference,

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HEREIN IS UNCLASSIFIED

DATE 5/10/91 BY SP-5u/PK

RECORDED - 53

INDEXED - 53

Clyde Tolson

APR 6 1950

RECEIVED-TOLSON  
F B I  
DEPT. OF JUSTICE  
APR 29 5 11 PM '50

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_ Attachment  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_ cc - Mr. Clegg  
Rosen \_\_\_\_\_ Mr. Mohr  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_ SJI:edm  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

52 APR 7 1950

SAC, Baltimore

March 24, 1950

Director, FBI

TRUCK RENTAL FOR FIREARMS TRAINING

66-2554-1

Reference is made to your communication of March 2, 1950, wherein you request authority to rent a truck during each firearms training period so that other automotive equipment presently assigned to the Baltimore Division might not be utilized for this purpose. It is noted that you estimate the cost of the truck on each occasion will be approximately \$20.00.

The Bureau has carefully considered your suggestion. However, it feels that the rental of such a truck is not necessary in your division at the present time. It is believed that the necessary equipment, which must be transported to the firearms range during firearms training periods, can be transported by regular Bureau automobile.

In the event you have any instance wherein the investigative work of the Baltimore Division has suffered as a result of automotive equipment being utilized for transportation of firearms equipment to the range, the Bureau is desirous of being informed by you immediately.

VRG:VH

The Executives Conference of March 21, 1950, consisting of Messrs. Tolson, Nease, Carlson, Clegg, Rosen, Ladd, Belmont, Harbo, Mohr, Tracy and Glavin, approves the above communication going forward to the Baltimore Office. VRG:VH.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/15/91 BY SP-5 ci/bm

ORIGINAL FILED IN 66-2554-103

65 APR 14 1950

THE DIRECTOR

March 29, 1950

EXECUTIVES CONFERENCE

CONFERENCE OF BUREAU OFFICIALS AND SUPERVISORS

The Executives Conference on 3/29/50, consisting of Messrs. Tolson, Tracy, Harbo, Nichols, Ladd, Belmont, Carlson, Mohr and Clegg, recommended that the next regular session of the conference of Bureau Officials and Supervisors be held beginning at 4:00 P.M. in Assembly Rooms Nos. 1 and 4 (Rooms 5231 and 5242 across the hall from each other) on Wednesday, April 5, 1950, the program to be as follows:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/10/91 BY SP-5 GJ/KMP

	<u>Classroom #1</u> <u>Room 5231</u>	<u>Classroom #4</u> <u>Room 5242</u>
Current Bureau Problems in Public Relations - Mr. Nichols	4:00 - 4:15 PM	4:45 - 5:00 P.M.
Special Security Division Problems - Mr. Belmont	4:15 - 4:30 PM	5:00 - 5:15 P.M.
Budget Problems - Mr. Glavin	4:30 - 4:45 PM	5:15 - 5:30 P.M.
Confidential Informants Program - Mr. Rosen	4:45 - 5:00 PM	4:15 - 4:30 P.M.
Accuracy and Thoroughness in Memoranda - Mr. Clegg	5:00 - 5:15 PM	4:00 - 4:15 P.M.
Recent Supreme Court Decisions in Searches and Seizures - Mr. Hobley	5:15 - 5:30 PM	4:30 - 4:45 P.M.

There is attached hereto a memorandum to all Bureau Officials and Supervisors concerning this conference.

Respectfully,  
For the Conference

RECORDED - 49

Clyde Tolson

INDEXED - 49

APR 6 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment

cc: Mr. Clegg  
Mr. Mohr

AMC:dgh

56 APR 6 1950

SAC, SEATTLE

March 22, 1950

DIRECTOR, FBI

FUGITIVE APPREHENSIONS  
SEATTLE DIVISION

RECORDED - 59

66-255-7652

Reference is made to your letter dated March 8, 1950, concerning the request of U.S. Commissioner John A. Burns for some written record which would serve as a basis for answering inquiries relative to cases in which the process has not yet been received from the district of prosecution.

It has been ascertained upon inquiry that it is the usual practice during U.S. Commissioners' hearings for the Commissioner to make such notations in long-hand as he cares to make in order to satisfy any subsequent use of such information, and this practice seems to have worked out in such a successful manner that no similar request has been received from any other part of the country. For the Bureau to undertake the preparation of a special communication in this instance would establish a precedent which might well lead to the requirement for an expensive and time-consuming procedure of this type in all other divisions. It would be impossible, therefore, for the Bureau to perform this work which appears to be a matter falling within the province and desire of the U. S. Commissioner concerned.

Please explain this to the U. S. Attorney who brought the suggestion to the attention of the Bureau representative during the recent U. S. Attorneys Conference, and you may also inform U. S. Commissioner Burns with reference thereto in the event he pursues the matter further.

HHC:dgh

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HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY Sp-5 c/pmr

Approved by Executives Conference, 3/21/50, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson, Nease and Clegg.

ORIGINAL FILED IN 66-255-7652

247  
5 APR 1950

DIRECTOR, FBI

3/8/50

SAC, SEATTLE

FUGITIVE APPREHENSIONS  
SEATTLE DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5CJ/DTF

Rebulet 2/17/50 concerning a suggestion made to Assistant Director H. H. CLEGG by U. S. Attorney J. CHARLES DENNIS of Seattle.

With respect to the complaint by the U. S. Commissioner in the Seattle District to the effect that he quite often has nothing but the oral testimony of the Agent to serve as the basis for holding a subject who is wanted for a violation in another Division, this matter was previously directed to the attention of the Bureau by letters captioned as above dated July 1, 1947, August 13, 1947 and August 18, 1947.

Pursuant to reference letter, in my absence ASAC CURRIE again discussed this matter with Mr. DENNIS who advised that it was the desire of the U. S. Commissioner to have something in his records pending arrival of the certified papers from the District where process was outstanding. Such a record would permit the acknowledgment of any inquiries by the U. S. Commissioner. Mr. DENNIS had no further observations to make.

U. S. Commissioner JOHN A. BURNS advised that his purpose for desiring some written record was not a question of evidentiary material but rather informative material which would serve as a basis of acknowledgment of any inquiries pending the arrival of the necessary papers from the District where the process is outstanding. Mr. BURNS noted that there is a lapse of several days before the receipt of the proper papers. Mr. BURNS further commented when the subject is originally arrested he is brought before the Commissioner and bond is set or the subject is committed in the absence of bond, awaiting further proceedings. No testimony on this occasion is required nor is any taken. However, following the commitment of some of the subjects, Mr. BURNS related that they will obtain an attorney and will file a motion with the court for a reduction of bond. In these instances, Mr. BURNS is asked by the court for details concerning the case and he states that up to that point, in the absence of the receipt of proper papers, there has been no details furnished to him except the reading of the data appearing in the teletype or report resulting in the apprehension which is pertinent. Mr. BURNS does not make a longhand transcript of the information furnished by the Agent. He advised that it is a matter of convenience to him and would aid him materially if he could be furnished a copy of the pertinent data appearing in a teletype or report requesting apprehension, or in lieu thereof, a letter as was previously suggested identifying the process outstanding, the amount of bond requested and where returnable.

RECORDED - 59

66-2554-9132

These gentlemen appreciate that it is not the responsibility of the Bureau to transmit certified papers covering process and, as still above, the furnishing of a written record to the U. S. Commissioner would be a matter for his convenience. It is noted that he does not have stenographic services available.

DC:CK  
80-680

ORIGINAL FILED IN

DIRECTOR, FBI

3/8/50

It is recommended that the Bureau reconsider this matter and authorize the Seattle Office to write a letter to the U. S. Commissioner with copies to the U. S. Attorney and the U. S. Marshal advising of the process outstanding, the amount of bond requested by the U. S. Attorney and where returnable.



THE DIRECTOR

THE EXECUTIVES CONFERENCE

3/31/50

~~STREAMLINING~~ DEADLINE REQUIREMENTS  
SUGGESTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 ci/btr

The Executives Conference on 3/28/50, consisting of Messrs. Tolson, Tracy, Harbo, Nichols, Ladd, Belmont, Carlson, Mohr, and Clegg, considered the suggestion of Inspector Naughten for the establishment of a greater degree of uniformity in the amount of time allotted for submitting a report in deadline cases.

An examination of the present requirements in the tabulation below will show variations of 30 days, 10 days, 13 days, 15 days, 14 days, 20 days, and two weeks.

The Executives Conference unanimously recommended greater uniformity by establishing two periods for time limitations in submitting reports, (1) "Two calendar weeks" and (2) "Thirty calendar days," as shown in the tabulation which follows:

CHARACTER OF CASE

PRESENT DEADLINE  
REQUIREMENT

RECOMMENDED DEADLINE  
REQUIREMENT

EXTORTION (Racial situation)  
This is the preliminary inquiry which is reported and the case is closed until the Department authorizes prosecution.

Closing report in 10 days

Closing report in 2 weeks

BANK ROBBERY

Initial report in 20 days

Initial report in 2 weeks

SABOTAGE

15 days after violation reported

2 weeks

ATOMIC ENERGY APPLICANT CASES

14 working days

2 weeks

ATOMIC ENERGY ACT OF 1946  
VIOLATIONS

7 days after complaint, and at 30-day intervals thereafter

2 weeks and 30-day intervals thereafter

FEDERAL TORT CLAIMS ACT

Report within 15 days reflecting information from U. S. Attorney

2 weeks

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

HHC:mfc

APR 10 1950

RECORDED - 81

INDEXED - 81

166-2554-7683

CHARACTER OF CASE	PRESENT DEADLINE REQUIREMENT	RECOMMENDED DEADLINE REQUIREMENT
<b>LOYALTY OF GOVERNMENT EMPLOYEES</b>		
A. Full field investigation	30 days	30 days
B. Preliminary investigation		
1. East of Mississippi	10 days	2 weeks
2. West of Mississippi	13 days	2 weeks
<b>LABOR MANAGEMENT RELATIONS ACT OF 1947</b>	Report within 2 weeks from date authorization received in Field	2 weeks
<b>ACCOUNTING CASES</b>	10-day report after in- vestigation started, followed by progress reports each 30 days thereafter	2 weeks after investigation starts followed by progress reports each 30 days thereafter
<b>SPECIAL AGENT APPLICANTS</b>	10 days	2 weeks
<b>BUREAU CLERICAL APPLICANTS</b>	14 days	2 weeks

If the Director approves the recommended deadlines, a Bureau bulletin will be sent to the field and appropriate manual changes made.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

W  
SAC, San Francisco

March 17, 1950

Director, FBI  
66-2554-✓

Reference is made to your communication of March 2, 1950, with which you enclosed a joint suggestion submitted by Special Agents William G. Simon and William P. Poole, concerning an increase in payments in the FBI Agents' Insurance Fund from the present \$10,000 to \$20,000 in view of the increased living costs and small initial costs of the Fund.

As you know suggestions pertaining to the Agents' Insurance Fund are forwarded to members of the Fund after the receipt of the annual call for suggestions by the Director, which, for your information, went out last on September 15, 1949.

The suggestions submitted by the aforementioned Agents will be retained in the Bureau and will be forwarded to the members of the Fund at the time suggestions made concerning the Fund are submitted to the members of the Fund for their action.

WRG:VH  
O

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DATE 5/10/91 BY SP-5 CJK/STK

The Executives Conference of March 7, 1950, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Rosen and Glavin, agreed to handle it in this manner.

17  
52 APR 18 1950

ORIGINAL COPY FILED IN

Director, FBI

March 2, 1950

SAC, San Francisco

SUGGESTION -- Increase of  
FBI Agents' Insurance Fund to \$20,000

There is being transmitted herewith a suggestion submitted by  
SA WILLIAM C. STON and SA WILLIAM P. FOLEY.

W.C. Sten  
CC-1749

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5a/DT

7 Encl. filed  
with serial

66-2954-  
NOT RECORDED  
75 APR 6 1950

ORIGINAL COPY FILED IN

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: March 14, 1950

FROM : A. H. BELMONT

SUBJECT: NATIONAL DEFENSE INFORMANT PROGRAM

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

This is to advise that on March 13, 1950, from 4:00 to 5:00 pm, the conference of selected SACs and Bureau officials meeting in Room 5242 was addressed by Supervisor J. D. Donohue and myself on the current problems facing the Bureau in the handling of national defense confidential informants. From 5:00 pm until approximately 7:00 pm, a panel forum was held to receive suggestions and work out solutions to these problems. This action was taken as part of our attempt to work out a program to enable us to control national defense informants more effectively with particular reference to publicity attendant on recent exposures of informants. While the discussion centered briefly on the need for control of informants, the need for the development of additional informants was also stressed, based on the loss of informants through the Communist Party trial and otherwise and the need to supplant, through live informants, the loss of information resulting from the reduction of technical surveillances in the field.

The attached memorandum contains our thoughts as to methods which we can utilize in establishing a more firm control of national defense informants. The points listed in this memorandum were discussed at some length with the members of the above conference and there seemed to be a general approval of the approach as set forth in this memorandum. Suggestions were courted.

In addition to the items set forth in the attached memorandum, several members of the conference pointed out that the public hungers for authentic information on the Bureau's activities in the Communist and security field, and it is this very hunger for information which causes the newspapers and magazines to sensationalize and play up the stories of informants who have left the Bureau. It was their thought that the Bureau might consider the furnishing of a statement over the Director's signature to the field divisions for use in speeches or upon inquiry from the press, this statement to enunciate the Bureau's activities and procedures in the security field, particularly relative to Communism. It was suggested that such a statement would be helpful particularly in the making of speeches in the field. After considerable discussion, it was the consensus that such a statement would be of temporary value only and would have a tendency to make a speech "canned."

RECOMMENDATION:

It is my recommendation that we do not furnish such a statement to the field, particularly concerning the handling of confidential informants, as I believe that each informant should be handled on an individual basis and a statement which would apply to one informant should not apply, for policy reasons, to another.

A proposed SAC letter has been drafted with the attached memorandum to charge the field with the responsibility of maintaining close control of confidential national defense informants.

Attachment  
 AHB:tlc

APR 15 1950

12

FIVE

V. J. A

## Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director  
FROM : D. M. Ladd *DL*  
SUBJECT: CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

DATE: March 14, 1950

Analysis of Policy Regarding Informants Who Have or are About to Defect or Make Public Disclosures

PURPOSE

This memorandum is in response to your inquiry regarding the  incident as to whether there is any way to control informants and to make certain recommendations to attempt to effectuate possible closer control.

b7D

OBSERVATIONS AND RECOMMENDATIONS

An analysis of this problem reflects that the most effective approach is to control the informant prior to the time he contemplates exposing his relationship with the Bureau. This is true not only with our present active national defense informants but also in the case of the informants who have severed their connection with the Bureau and must be kept in mind during the development of future informants. I believe that this is essentially a problem of control before exposure rather than one of attempting to devise remedies after the informant has contacted the newspapers or the public. The desire on the part of the press, various magazines, Congressional committees, radio networks, etc. to make a good story leads to the distortion of the facts and sensationalism, including the classification of the informant as "an undercover agent", etc.

In line with the above and to handle this problem, the following suggestions are made:

1. We should not set any definite overall policy regarding possible defectees, such as immediately discontinuing their services, refusing to have further contacts, etc. Each informant must be handled on an individual basis consistent with all factors involved because we must recognize that each informant presents an individual and unique problem.
2. During the original development of the informant and throughout our dealings with him we should develop all possible information regarding the informant's background and past and present activities with the view in mind of placing the informant at a disadvantage in dealing with us. If we know enough about the informant, particularly along derogatory lines, we can resort to exploitation of this information, if necessary, to keep the informant in line if other methods fail. We should therefore alert the agents in the field to the fact that the obtaining of background information concerning an informant must be an ever continuing effort, and that all such derogatory information thus developed must be immediately brought to the Bureau's attention.

Attachment  
JLS:CMC

*CF*  
FIVE-117



3. In some instances it may be desirable to depart from our "no comment" policy regarding highly valuable informants who desire to cease their informant status. This, of course, should be done only in rare instances when the proper situation arises. Without question the field is placed in a much more tenable position if such a release could be made as it would enable the Bureau to decide just what information would be released. We could also eradicate by this means the erroneous and undesirable impression gained by the public that the informant was an undercover agent of the FBI by clearly and unequivocally publicizing his exact status. The past misconception no doubt arises from eagerness on the part of the press to play up the "undercover agent" angle for sensational reading.

4. We should again alert the field to the fact that informants are not under any circumstances to divulge their relationship with the Bureau, and that if there is the slightest indication that any informants might divulge their activities, an attempt should be made to anticipate this action and forestall it if possible. The agent handling the informant cannot merely collect information and consider his responsibility completed at that point. He must direct the informant, be aware of his activities, and maintain such a close relationship with the informant that he knows how the informant is thinking with respect to his dealings with the Bureau. This would place the agent in a position to anticipate any probable action on the informant's part which would be detrimental to the Bureau even though the informant may not see fit to confide in the agent. The Bureau must, of course, be made immediately aware of any indication of defection on the part of the informant.

5. In anticipation of possible defections, whenever a Bureau informant is exposed and publicity results therefrom all agents handling informants must be alert both to the reaction of their informants, and to the possible exposure of additional informants through such publicity. By anticipating possible exposure appropriate action can be immediately launched to forestall such exposure or to keep other informants in line.

\* \* \* \* \*

Realizing that in spite of all precautions we may take to control our informants we may have additional defections, the following suggestions are offered, to be used if applicable to the particular informant:

1. To continue our control of an informant after exposure we should in some cases consider continuance of pay to the informant even after regular contacts for the purpose of securing information are discontinued. In many instances, the informant will think twice before relinquishing the opportunity to receive remuneration from the Bureau and this will enable us to maintain some degree of control over the informant; thus we minimize the possibility of his divulging his informant's status and hampering our future intelligence coverage. This could be particularly effective in cases of informants who have been extremely valuable and who have served in an informant capacity over a long period of time.

The complete pay discontinuance may then come at a propitious time after the informant has rehabilitated himself both financially and in his community. In fact, you will recall we are presently doing this in the case of the informants who testified at the New York trial of the Communist leaders, as well as in the case of William Sebold, the informant in the Ducase. Experience has taught us that we have maintained, as of this date, excellent control over these informants, and it is believed that the continuance of their pay has contributed substantially to this result.

2. In the event an informant is exposed, either of his own volition or through inadvertence, we should consider forcibly bringing to his attention any derogatory information we have developed concerning him and utilize this means as a deterrent to stop him from publicizing his association with the Bureau.

3. The agent handling the informant who has defected and who has threatened to capitalize on past association with the Bureau should immediately discuss with the informant his responsibility as a loyal American. It should be pointed out that by capitalizing on his past association, the informant may jeopardize the future intelligence operations of the Bureau and thereby might do irreparable harm to the internal security of the country. It is felt that since many of our informants are performing services mainly for patriotic reasons that this type of an appeal may have a salutary effect.

#### ACTION

There is attached for your approval an SAC letter embodying the above observations and recommendations for transmittal to the field.

Both Mr. Ladd and Mr. Belmont have been and will continue to discuss personally the development, handling and control of National Defense Informants with all SAC's and ASAC's who have occasion to be at the Bureau.

*Approved by executive conference 3/20/50  
Present were Messrs Tolson, Ladd, Clegg, Glavin, Rosen,  
Tracy, Harbo, Mohr, Carlson & Belmont.*

Approved by Executive Conference 3/20/50. Present were Messrs. Tolson, Ladd, Clegg, Glavin, Rosen, Tracy, Harbo, Mohr, Carlsen & Belmont.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 06-08-2011

THE DIRECTOR

4/3/53

EXECUTIVES CONFERENCE

Per OGA letter dated 5/24/2011.

b1  
b3

The Executives Conference, Messrs. Glavin, Tracy, Harbo,  
Mohr, Ladd, Belmont, Carlson, Rosen and Clegg, being present, considered  
the matter of [REDACTED]

b1  
b3

The Bureau has already declined [REDACTED]  
because of shortage of manpower, matters of economy and an unwillingness

b1  
b3

and (2) assistance in the way of instruction on specific subjects. [REDACTED]

The Executives Conference recommended as follows:  
1. That they be informed that we are not in a position to assist in making  
out a program; that programs of training should be fitted to the needs of the  
students; we have no information or knowledge concerning the needs of the  
group from Indonesia and similar foreign countries since we have no jurisdiction  
in the intelligence field in those areas; that when we operated some schools in  
the Western Hemisphere during the war they were based upon a knowledge of  
specific needs in the specific areas and the training was given locally by  
men acquainted with the needs but that we are not able to participate, therefore,  
in the preparation of a program.

2. It is believed that the only instruction that the FBI should give  
would be an appearance, if requested, on the subject "Work and Jurisdiction  
of the FBI" at which time a discussion of the broad phases of jurisdiction and  
cooperative services would be had.

Respectfully,  
FOR THE CONFERENCE

G. Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

HHC:HD

CC - Mr. Mohr  
Mr. Clegg

APR 10 1950

FOI/PA 323,013

12356  
5/10/91

5/10/91  
DECLASSIFY ON: OADR

RECORDED - 82  
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66-4254-7634

Some is the Appt. Agency.

0 (mcw)

P  
Y

TO : THE DIRECTOR

DATE: March 29, 1950

FROM : A. ROSEN

SUBJECT: UNLAWFUL FLIGHT TO AVOID PROSECUTION,  
CUSTODY OR CONFINEMENT AFTER CONVICTION  
AND UNLAWFUL FLIGHT TO AVOID GIVING TESTIMONY

Attached hereto is the proposed draft of a form letter to be used in referring cases to the field under the augmented Unlawful Flight Program.

Attachment  
66-6200-88  
CUM:ige

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5C/BMB

ADDENDUM: AR:FE 3-29-50

Unanimously approved by the Executives' Conference today with Messrs. Tolson, Ladd, Carlson, Mohr, Harbo, Glavin, Tracy, Belmont, Nichols, Clegg, and Rosen in attendance.

Respectfully  
For the Conference

*[Signature]*  
Clyde Tolson

*Colas  
Open Long  
File*

*[Signature]*

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66-2554-7635

194

53 APR 11 1950

Director, F.B.I.

3/2/50

SAC, Baltimore

TRUCK RENTAL FOR  
FIREARMS TRAINING

In the past the Baltimore Office has been utilizing Bureau automobiles to transport guns, ammunition, etc. to and from the range for firearms training purposes. At this time is hereby requested that authority be granted to rent one panel truck for each designated outdoor monthly firearms training program. The type of truck being considered is one similar to the kind used by the Bureau on photographic surveillances.

It is deemed necessary to make this request judging from the wear and cost of Bureau automobiles for such purposes in the past. It is further felt that by utilizing such a truck on the days of firearms training, that three cars normally used to transport equipment to and from the range could be used for investigative purposes.

For your information, the National Truck Rental Company, Inc., Baltimore, Maryland, was contacted and they advised that it would cost approximately \$20 to rent the desired truck for each monthly training period.

GOB:bv  
66-13

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5CIB/ML

ENCLOSURE

RECORDED - 112

166-2554-7631  
APR 7 1950  
73

ORIGINAL FILED IN 1-24-3-1037

h  
The Director

The Executives Conference

April 3, 1950

The Executives Conference of March 28, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Rosen, Mohr, Harbo, Tracy and Glavin, considered the attached data forwarded to the Bureau by Colonel Frank D. Ely, U. S. A., Retired, covering the equipping of Springfield rifles with a battle control device. The Conference was advised that from a review of the material, it does not appear that this battle control device would be of any particular benefit to the Bureau; that, further, we do not use the .30'06 Springfield rifle at this time.

The Conference was further advised that the Agent in Charge of Firearms Training, SAC Sloan, has stated that this device has no application to law enforcement use. In view of this fact, the Conference recommends that no further action be taken in connection with this particular matter.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

Attachment

WRG:VH

RECORDED - 23

INDEXED - 23

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5C/omc

APR 11 1950

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Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



copy sc.

OFFICE MEMORANDUM, UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: March 28, 1950

FROM : A. ROSEN

SUBJECT: SECURITY THEFTS

INTERSTATE TRANSPORTATION OF STOLEN PROPERTY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/10/91 BY SP-5C/BHF

In connection with investigation in the case entitled "Unknown Subjects, Theft of \$58,248.00, 11/23/49, 553 North Delmar Street, San Gabriel, California, Walter O. Webster-Victim, ITSP." it was ascertained by the Washington Division that effective circulation of security dealers in the United States can be made through the National Association of Security Dealers, Inc., 1625 K Street, N.W., Washington. Circular letters prepared in the United States by this association. The membership of the National Association of Security Dealers comprises approximately 99% of those individuals dealing in various industrial securities.

It is believed that the field should be advised of the availability of this method of circulating securities which may be stolen in interstate transportation of stolen property, bank robbery and other violations.

ACTION:

A suggested Bureau Bulletin is attached.

ADDENDUM: AR:FE 3-29-50

Unanimously approved today by the Executives' Conference with Messrs. Tolson, Ladd, Carlson, Mohr, Harbo, Glavin, Tracy, Belmont, Nichols, Clegg and Rosen in attendance.

CAE:mvd

Respectfully  
For the Conference

Clyde Tolson

106-3554-  
83 APR 26 1950

66-1511-27 2/9

h  
The Director

April 3, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJB/MP

The Executives Conference of March 28, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Rosen, Mohr, Harbo, Tracy and Glavin, considered a communication received from the SAC at El Paso concerning Communist coverage on the Mexican border.

The communication from El Paso, which sets forth in detail present coverage of this area, is attached hereto. Briefly, El Paso points out that in response to Bureau instructions instructing the Albuquerque Office to take immediate steps to establish appropriate coverage along the Mexican border, that at the present time El Paso has good coverage of the border country which adjoins both the El Paso and Albuquerque Divisions. It is pointed out that practically the entire Mexican territory immediately adjacent to that territory covered by the Albuquerque Division is within the State of Chihuahua, Mexico. The same situation prevails insofar as the territory covered by the El Paso Division is concerned. El Paso has historically been responsible for the State of Chihuahua and is expected by most offices and Bureau divisions to handle the leads and investigations within that State. Extensive coverage has already been established and can be more easily maintained because of the experience of the El Paso Office with border problems. Practically all travel and commerce between the State of Chihuahua and the United States is through El Paso, Texas; that as a matter of fact, El Paso is, from a practical viewpoint, the only port of entry worthy of consideration between Laredo, Texas, and Nogales, Arizona. It is the largest port of entry on the border, and the recent completion of the El Paso - Mexico City Highway should further increase activity at this port. The only port of entry along the Mexican border in the territory covered by the Albuquerque Office is Columbus, New Mexico, which is a very small town through which there is very little traffic or activity. The coverage of the State of Chihuahua by two offices would necessarily involve considerable duplication of investigative activity and overlapping of jurisdiction and responsibility.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

The SAC at El Paso points out that actually the territory immediately adjacent to the Albuquerque Division

Attachment

RECORDED - 124

INDEXED - 124

CC: Mr. H. H. Clegg  
Mr. Mohr

66-2534-7638  
APR 11 1950  
37

54 APR 17 1950

EX - 8

*Memorandum for the Director*

is practically barren of population and there is no population center worthy of mention north of Casas Grandes, Chihuahua, Mexico, some 200 miles below the border; that the principal informant utilized by the El Paso Office makes trips into this territory which would normally be covered by the Albuquerque Division; and that it is the opinion of the Agent in Charge at El Paso that extensive coverage of this sparsely settled area is effected in this manner. The Agent in Charge at El Paso feels that the Albuquerque Division would not be able to effectively develop informants and sources in the thinly populated area immediately adjacent to their territory.

The SAC at El Paso states that he has conferred with the SAC in Albuquerque, who agrees with him regarding this matter.

The Conference, in view of the information above mentioned, recommends that the El Paso Division continue to assume the responsibility for appropriate coverage along the Mexican border, which adjoins both the El Paso and Albuquerque Divisions. Should the Director agree, the attached communication should go forward to El Paso.

AH 4

h  
The Director

April 3, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5CJ/DH

The Executives Conference of March 28, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Rosen, Mohr, Harbo, Tracy and Glavin, was advised that the Detroit Office at the suggestion of Assistant Director E. J. Connelley discontinued the assignment of Agent personnel from 12:30 A.M. to 8:30 A.M. at the Detroit Division. This change in assignment was made in the interest of economy and greater productivity of Agent personnel. Experience has shown this shift of duty is exceedingly quiet and unproductive, averaging approximately three telephone calls per shift, mostly from mentally incompetents. They also pointed out that fewer than three teletypes per shift are received.

The Conference was advised that SAC O'Connor was forcefully reminded of the fact that all matters of importance must be brought to his attention during this shift of duty and the Bureau expects that clerical employees assigned to this shift of duty will thoroughly understand their responsibilities. SAC O'Connor states that there will be no further difficulty in Detroit in this regard.

The Conference, therefore, feels that the recommendation and suggestion of Assistant Director E. J. Connelley, that the Agents who had been assigned to this shift of duty be released for investigative work in the Detroit Division, should be approved.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 61  
INDEXED - 61

166-2534-7630  
APR 11 1950

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Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

WRG:VH

34 APR 12 1950

The Director

April 3, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 CJP/PTF

The Executives Conference of March 29, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Belmont, Nichols, Mohr, Harbo, Tracy and Glavin, considered a communication received from the SAC at Birmingham wherein he advised that Special Agent [redacted] of the Birmingham Office has been elected an honorary member of the Birmingham Motor Truck Club.

The Conference was advised that Agent [redacted] had no prior knowledge of his being considered for election as an honorary member; that the Agent determined from the Secretary of the Birmingham Motor Truck Club that the officers of that Club were of the opinion that due to this Agent's numerous contacts with executives in the transportation business in Birmingham, it would be advantageous for both him and the transportation executives to become better acquainted. It was further pointed out to the Conference that the membership in this Club is confined to transportation executives, it being further pointed out that an executive of the Standard Oil Company and an executive of Sears Roebuck Company also have been elected to honorary membership.

The SAC at Birmingham pointed out that Agent [redacted] presently handles Theft from Interstate Shipment cases nearly exclusively and the Agent in Charge believes that membership in the aforementioned Club would be a good source of contact in connection with the investigation of these cases.

The SAC states that before any move is taken to have Agent [redacted] name stricken from the membership rolls of this Club, Bureau advice is being requested as to whether there would be any objection to his membership.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

The Conference feels that it would be to the advantage of the Bureau to have [redacted] an honorary member of this Club and so recommends. Should the Director agree, the attached communication should go forward to Birmingham.

Respectfully,

For the Conference

RECORDED - 104

INDEXED - 104

Clyde Tolson

56 APR 11 1950  
cc: H. H. Clegg  
Mr. Mohr

Attachment

April 4, 1950

Mr. S. A. Andretta  
Administrative Assistant to the Attorney General  
John Edgar Hoover, Director  
Federal Bureau of Investigation  
Disposition of Surplus Firearms

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CIP/ny

It is requested that this Bureau be advised what disposition should be made of the following firearms which are surplus to this Bureau:

- 42 .351 Winchester Self-Loading Rifles  
(11 in cases and 648 ten-shot clips)
- 90 Remington Model 11 Autoloading Shotguns  
(73 in cases)
- 12 .30'06 Colt Monitors (automatic rifles)  
(all in cases)

Approximately 88,000 rounds of .351  
ammunition.

All of the above weapons are located at the  
FBI Academy at Quantico, Virginia.

NOTE: The above disposition was approved by the Executives  
Conference on March 10, 1950.

cc Mr. Sloan, Quantico (sent direct)

lw

RECORDED - 64

166-2534-76411  
APR 10 1950

ORIGINAL FILED IN 80-14-1-91



copy sc.

OFFICE MEMORANDUM, UNITED STATES GOVERNMENT

TO : Mr. H. H. Clegg

FROM :

SUBJECT: FINGERPRINT MAGNIFIERS  
POLICE TRAINING MATTERS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5C/BK

b6  
b7C

At the present time there are 273 fingerprint magnifiers, usually referred to as linentesters, which are utilized in connection with fingerprint schools given throughout the country to law enforcement officers. This number of fingerprint magnifiers was adequate for 1948 when only 18 fingerprint schools were given. During 1949, however, 100 fingerprint schools were given, and on two occasions during the past month it has been necessary to borrow magnifiers from the Identification Division in order to handle current needs.

Schedules have been submitted for 64 fingerprint schools to be held during 1950. If this number of fingerprint schools are already scheduled as of this date, it is reasonable to assume that more than 100 schools will be given during the year 1950. It is impossible to estimate the number of additional fingerprint magnifiers that will be needed but it is evident that if 273 are not sufficient for 100 schools a large number of additional magnifiers will be needed, based upon the present number of fingerprint schools which are being scheduled. The need can best be recognized when realizing that a mere increase of twenty schools ten officers attending each, would increase the demand for fingerprint magnifiers by 200. Obviously, a fingerprint school cannot be held successfully without furnishing a magnifier to each officer attending. Considering the 52 offices as a whole, it is believed that the purchase of 200 magnifiers is warranted.

It is to be noted that the Identification Division has no linen testers. On the two occasions when magnifiers were borrowed, it was necessary for Ident to furnish the Bausch and Lomb fingerprint magnifiers, costing \$15.00 each. Only a limited number of these are available. If this practice is continued not only is there a possibility of some school being deprived of the use of fingerprint magnifiers because they are not available, but also the large magnifiers are more easily broken and it is more expensive to ship them.

The linen testers presently used are made by Bausch and Lomb costing \$5.00 each and can be purchased from the Kinsman Optical Company, 1320 F Street, Washington, D. C. The total cost for 200 magnifiers of this type would be \$1,000. It is recommended that (1) 200 magnifiers be purchased and if this cannot be done, (2) 100 magnifiers be purchased.

If approved, and these fingerprint magnifiers are purchased, they should be appropriately numbered before being sent to Supply Section in order that they may be appropriately charged out to the offices using them, as has been done in the past.

GEN:mfc

194

INITIALS ORIGINAL

APR 7 1950

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APR 11 1950

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ADDENDUM: The Executives Conference of February 11, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Tracy, McCabe for Glegg and Glavin, approves the purchase of 100 linen testers for use in the Training Division. WRG:VH

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: January 31, 1950

TO : Director, FBI  
 FROM : SAC, Miami  
 SUBJECT: TWO-WAY FM CARS  
 REQUESTS FOR NEW UNITS

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 5/13/91 BY SP-5 C/OTF

Remylet dated January 10, 1950 and Bureau letter dated January 23, 1950 regarding my request for four additional mobile units. Reference is also made to SAC Letter No. 5, paragraph (C), dated January 17, 1950, concerning the listing of specific instances in which additional two-way mobile equipment was needed.

No list of specific instances in which additional mobile equipment was needed has been maintained. However, the following is noted in this regard.

Reference is made to my letter of January 30, 1950, attention FBI Laboratory, regarding the use of FM mobile equipment in the apprehension of [redacted] was., I. O. No. 2282. This letter sets forth the value and use of various types of FM radio equipment of this office, including two-way mobile equipment. It is noted that there was need for additional manpower in this apprehension and that, as set forth in referenced letter, such was dispatched from Miami by radio. Car 24 was dispatched from Miami at 12:13 P.M., arriving at the apprehension point at 12:55 P.M., when the apprehension was made. However, the need for additional manpower could have been filled earlier had another car, which was in Ft. Lauderdale and could have more quickly joined in the surveillance, been equipped with two-way radio.

b6  
 b7C

This office presently maintains twenty cars in Miami proper. Sixteen of these units are equipped with two-way units, although two of these units are presently returned to the factory for modification, as the Bureau is aware. Five more cars are presently on order for Miami and it is contemplated that not less than twenty cars will continue to be maintained in Miami.

The need for two-way radio equipment in the remaining four cars, not equipped with radios, therefore remains constant. These units are necessary to obtain full advantage of the FM central station, since its effectiveness is directly determined by the number of two-way units it controls.

A further need for additional two-way mobile equipment is pointed out in that this office carries no numerous surveillances during the winter season. Persons under surveillance are frequently very "tall"

ENCLOSURE

GIF:rh  
 66-714

ENCLOSURE

RECORDED - 6

166-2551-744  
 APR 7 1950  
 73

ORIGINAL FILED IN 66-750-08

copy:ahs

January 31, 1950

conscious", requiring numerous changes in automobile equipment when these surveillances last for any period of time. Having all cars of this office equipped with two-way radio would allow use of more different makes, models and colors of automobiles, cutting down the chance that the tail might be "made". In a recent case thirteen of the fourteen available two-way units were used at various times on a surveillance. However, only one 1950 Ford, of which four are in Miami, was equipped with a two-way unit and available for use. As mentioned above, five new Pontiacs will be received in the near future and some of these units will also be maintained in Miami. Equipping of these new cars with two-way radio will definitely fulfil a need in surveillance work of this office.

As set forth above, I consider that there is a definite need for the additional two-way units and will appreciate early consideration by the Bureau.

The Director

March 24, 1950

Mr. Rosen

INFORMANTS - CONFIDENTIAL FUND

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5C/pmf

PURPOSE

To request information from each Bureau Division as to the total payments to criminal informants, to national defense informants, and to atomic energy informants each month.

DETAILS

At the present time no report is prepared as to the actual amounts of money paid to informants each month. Such a report, reflecting total payments made each month to criminal, national defense and atomic energy informants by each Bureau office, is believed desirable. This report is desired in view of the increased activity in the criminal informant program, not only for information in connection with this program but also for accounting purposes.

At the present time this information is not available at the Bureau without a complete analysis of all blue slips submitted. However, such a report could be readily prepared at the Bureau if such figures were set forth on the Statements of Receipts and Disbursements from confidential funds submitted each month by the field offices.

There are six offices which do not have confidential funds at the present time and such offices would have to provide the Bureau with this information by separate communication.

RECOMMENDATION

That instructions be issued in the attached SAC letter for each office to report the amount of money paid to criminal informants, to national defense informants and to atomic energy informants.

## ADDENDUM:

AR:FE 3-24-50

## Attachments

EST:JHK

This has been reviewed and unanimously approved by the Executives' Conference today with Messrs. Carlson, Clegg, Harbo, Belmont, Glavin, Tracy and Rosen in attendance.

Respectfully  
For the Conference

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 36

Clyde Tolson

APR 6 1950

EX - 62

ORIGINAL FILED IN

copy:ahs

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: February 14, 1950

FROM : I. W. CONRAD

SUBJECT: TWO-WAY FM CARS; REQUESTS FOR NEW UNITS  
MIAMI DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 C. B. M.

Re attached letter from Miami dated 1/31/50 which submits additional information in connection with their request of January 10, 1950 for four additional two-way mobile units.

The attached letter submits justification of their request in the form of specific instances in which additional equipment was needed.

Miami has sixteen two-way mobile units for use with the 250-watt central station which should have, according to approved Bureau policy, at least 25 radio cars if it is to be consistent with other installations. It is noted that the four added units would still leave Miami below the Bureau quota. Since Miami is a smaller office the full quota of 25 mobile units is not being recommended at this time.

RECOMMENDATION:

Since Miami has answered SAC Letters No. 89 dated September 20, 1949 and No. 5 dated January 17, 1950 and is far below the Bureau quota on two-way radios, it is recommended that their request for four more units be approved at a cost of about \$2200. Additional mobile units will allow greater use of the 250-watt FM station installation at Miami.

Approved by Executives Conference 2/16/50. Present: Messrs. Tolson, Glavin, Clegg, Fletcher, Carlson, Mohr, Tracy, McGuire, Harbo.

Attachment  
80-750  
RWS/mr

RECORDED - 6

166-237-7643  
APR 7 1950  
7A

47  
53 APR 2 1950

ORIGINAL FILED IN 80-750



copy sc.

OFFICE MEMORANDUM, UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: February 6, 1950

FROM : MR. WALKART

SUBJECT: MICROFILMING OF BUREAU RECORDS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 GJ/DMF - 2

The initial microfilm project undertaken by the Bureau with regard to Records Section material has been completed and further consideration is being given to a far more extensive program involving investigative files. One of the needs that arises with microfilming is to have a number of viewers (also called readers) placed in logical locations in order that the microfilm might be utilized whenever needed.

Under the rental of equipment system, a viewer is made available with a microfilm rotary camera so that the developed film may be viewed for any deficiency. However, this viewer is available only during the period of camera rental and is usually tied up by the current filming work. Other viewers are necessary for handling file review and regular requests which arise in the course of the Bureau's daily business and, of course, we will constantly be using them from now on. It goes without saying that outright purchase will be much cheaper in the long run than rental of these machines since the rental cost ultimately would exceed the purchase price. A viewer costs approximately \$400.00.

Current prices on filming readers as reflected in catalog lists are as following:

1. Recordak Company	Model C	\$600.00
2. Remington Rand	Model F-76	\$400.00
3. Diebold Company	Model 92-01	\$435.00

It is noted that the Recordak Company reader is more expensive than the others. This one is more elaborate than the others but it is believed that either of the other two models would suffice in every respect.

At this time our minimum needs are one viewer for this building and one viewer for the Identification Building. While we are actively microfilming, these needs may well be met by the viewers that automatically come with the microfilm cameras. I feel it is extremely important, however, to be in a position to go ahead with the purchase of viewers in the event a heavy work load or some other exigency intervenes to cause a temporary halt in microfilming so that we would need our own viewers without delay. Therefore, it is requested that the Bureau grant the authority to purchase two microfilm readers when and as soon as the situation makes them essential.

Wf:rmb

RECORDED - 6

INDEXED - 6

APR 7 1950

73

APR 20 1950

copy -sc.

-2-

RECOMMENDATION:

That the Bureau grant authority to purchase two microfilm viewers (also called readers) for use in utilizing both existing and future microfilmed records. The authority would grant permission to defer actual purchase until such time as other equipment, mentioned above, is no longer available or else inadequate for our needs.

ADDENDUM: February 15, 1950. The Executive Conference, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Tracy, McCabe for Clegg and Glavin, recommends approval of the purchase of two microfilm readers. WRC:VH

~~APR 7 1950~~  
73

copy:ahs  
OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: March 15, 1950

TO : D. M. LADD  
FROM : A. H. BELMONT  
SUBJECT: CONTACT WITH LABOR UNION OFFICIALS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJP/PM

PURPOSE

To advise that Messrs. Hargett, Pennington and Callan of the Investigative Division have advised prior Bureau authority to interview labor union officials is not necessary in cases handled by that Division.

DETAILS

You will recall Bureau Bulletin #5 dated February 10, 1950, requires prior Bureau authority before interviews may be conducted with labor union officials.

Messrs. Hargett, Pennington and Callan have been contacted with regard to this requirement as it pertains to cases handled in the Investigative Division. All have advised that the rule is not desirable nor necessary for cases handled in that section and in fact is causing considerable delay in the investigation of some of their cases.

RECOMMENDATION

It is recommended that this Bureau Bulletin #5 be revised to apply only to cases involving Communist infiltration of labor unions, Labor Management Relations Act investigations and any other type of case wherein good judgment would dictate that Bureau authority to interview a labor union official was warranted.

ACTION

If you approve, there is attached a supplemental Bureau Bulletin pursuant to the above.

Attachment

EFL:jgh

Approved by Executives Conference, 3/22/50,  
Messrs. Ladd, Glavin, Harbo, Tracy, Mohr, Carlson and  
Belmont in attendance. In addition, Mr. Rosen was consulted.  
and he advised that the proposed Supplemental Bureau Bulletin  
satisfactorily covered cases arising in his division. AHB.

RECORDED - 127

46-2554-7645  
NOT RECORDED  
43 APR 1950

Original copy filed in 76

copy:ahs

SAC, El Paso

9-30-50

Director, FBI

FIREARMS INVENTORY  
EL PASO DIVISION

RECORDED - 44 66-2554-7646

Reurlet 3/16/50 concerning three gas guns now in your office which you believe to be adequate. This communication authorizes you to have this maximum of three gas guns.

cc - SAC, Sloan, Quantico

F. H. McIntire

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CIP/DF

HHC:mfc

Approved by Executives Conference on 3/28/50.  
Conference consisted of Messrs. Tolson, Tracy,  
Harbo, Nichols, Ladd, Belmont, Carlson, Mohr,  
and Clegg.

55 APR 28 1950

per serial destroyed per 66-3286-608

ORIGINAL COPY FILED IN 66-54-33747

TO : Director, FBI  
FROM : SAC, El Paso  
SUBJECT: FIREARMS INVENTORY  
EL PASO DIVISION

UNITED STATES GOVERNMENT

DATE: March 16, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 CJP/PH

There are presently on hand in the El Paso Office three gas guns. This number has always been adequate for this office insofar as training and any emergency use to date is concerned. However, the Inspectors Manual reflects that no less than four gas guns should be maintained in an office.

I feel that three gas guns are sufficient for an office of this size, and it is accordingly suggested that the Bureau may desire to change the Inspectors Manual to reflect a smaller minimum number of this type of weapon. In the event the Bureau feels this is not desirable it is requested that an additional gas gun be furnished to this office to be maintained in the vault and in the El Paso inventory.

ATP/cl  
66-386

RECORDED - 44

EX - 62

166-2554-764  
RECORDED  
APR 10 1950

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 166-2554-764

66-386-157-10  
destroyed

THE DIRECTOR

THE EXECUTIVES CONFERENCE

4/21/50  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/90 BY SP-5 a/pm

The Executives Conference of March 21, 1950, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Carlson, Nease, Clegg, Glavin, Rosen and Mohr, reconsidered the matter with respect to the submission of daily reports on the part of Special Agents in the field.

It is pointed out that at the present time all Special Agents in the field are required to submit daily reports with the exception of supervisory employees in the various divisional offices or those on technical surveillances or Agents traveling from one office to another or to the Seat of Government for a period in excess of 24 hours. All Agents in the headquarters city and in the Resident Agencies are required to prepare #3 Cards which reflect the itinerary of the Agent for each day. The #3 Cards are destroyed the following day.

As a result of a survey of all offices, 36 Special Agents in Charge recommended discontinuance of daily reports whereas 14 Special Agents in Charge recommended the continuance of daily reports. Virtually all Special Agents in Charge were of the opinion that daily reports in some form were desirable for Special Agents operating out of the divisional headquarters city, which would include daily reports for Special Agents on road trips, those assigned to Resident Agencies and for those Agents who plan to be away from their divisional headquarters city in excess of 24 hours.

The majority of the Special Agents in Charge who recommended the discontinuance of the daily reports in the divisional headquarters city felt that they should be discontinued because of the cost involved in preparing and maintaining such records and they felt insufficient benefit was derived from the continued use of such reports on the part of Special Agents assigned to the divisional headquarters city.

The Executives Conference unanimously recommended as follows:

1. That the requirement for daily reports for Special Agents in divisional headquarters cities be discontinued immediately.

2. That Special Agents assigned to Resident Agencies, on road trips or operating out of the divisional headquarters city in excess of 24 hours be required to submit daily reports. The Conference felt that Special Agents who are traveling from one divisional office to another on special assignment or to the Bureau headquarters at the Seat of Government for In-Service training or other purposes not be required to submit daily reports where such travel was in excess of 24 hours.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room

JPH:DW  
CC - Mr. Clegg

INDEXED - 143

66-2354-7647  
APR 12 1950



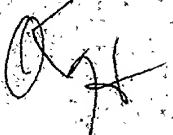
3. That the present daily report form now in use be continued for Special Agents operating out of the divisional headquarters city, namely for Special Agents assigned to Resident Agencies, on road trips or where an Agent works out of the divisional headquarters city in excess of 24 hours. The Conference felt that Special Agents who plan on operating out of the divisional headquarters city in excess of 24 hours should be required to submit daily reports for the entire period of their absence, including the first 24-hour period. As an example, should an Agent assigned to the Richmond Office commence a road trip which would be in excess of 24 hours and travel to Roanoke the first day, Warrenton the second day, Alexandria the third day and return to Richmond at the close of business the third day, such an Agent would be required to submit a daily report each day for the three-day period of his absence from the divisional headquarters city, including the first 24 hours. Conversely, if a Special Agent assigned to the Richmond Division left his field office headquarters at 8:00 a.m. in the morning for Alexandria, Virginia, and remained in Alexandria during the day conducting investigations and returned to Richmond on the same day of his departure, such an Agent would not be required to submit a daily report but would of course submit a #3 Card before leaving his divisional headquarters city. In such a case the Special Agent in Charge of the Richmond Division of course could always contact such an Agent from the itinerary set forth on his #3 Card.

4. That daily reports submitted in Resident Agencies where there is a Senior Resident Agent be reviewed by the Senior Resident Agent before being transmitted to the divisional headquarters city for review by the Special Agent in Charge, Assistant Special Agent in Charge or Field Supervisor. In every Resident Agency where there are three or more Special Agents assigned there is a designated and approved Senior Resident Agent. In all other cases the daily report shall be mailed at the close of business each day directly to the Special Agent in Charge.

5. That daily reports be retained in the divisional headquarters city for a period of one year and thereafter destroyed. At the present time #3 Cards are destroyed the following day. It is recommended that #3 Cards also be retained for a period of one year in the divisional headquarters city before being destroyed.

Should the Director agree with the recommendations of the Conference, appropriate instructions will be sent to the field immediately.

Respectfully,  
For the Conference

  
Clyde Tolson

March 28, 1950

The Director  
The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CDP

The Executives Conference consisting of Messrs. Ladd, Rosen, Glavin, Clegg, Carlson, Mohr and Tracy, on March 28, 1950, considered a request from Colonel Beverly Ober of the Baltimore Police Department for a survey of the central fingerprint files.

The Executives Conference with the exception of Mr. Clegg recommended the fingerprint survey be made. It will take the time of one employee 2 days to make such a survey. A few fingerprint surveys are made each year on specific request of the Bureau and in the case of Baltimore, a record survey was recently completed. It was pointed out to the Conference by Mr. Tracy that fingerprint surveys result in a better understanding on the part of the local police departments of the problems encountered in the Identification Division in handling fingerprints that are not properly taken, etc.

Mr. Clegg was of the opinion that in view of the fact that the Bureau has stopped making crime record surveys, that the same decision should apply to surveys of fingerprint files.

Respectfully,  
For the Conference

Glyde Tolson

cc - Mr. Mohr  
Mr. Clegg

SJI:MP

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED 87

ENCLOSURE

66-2554-7648  
APR 12 1950  
73

ORIGINAL FILED IN 62-36041-3415

copy:ahs

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: 3-29-50

TO : MR. TOLSON

FROM : J. P. MOHR

SUBJECT: COLONEL BEVERLY OBER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/13/94 BY SP-5 LJP/MP

Colonel Beverly Ober was formerly head of the Maryland State Police and is now Commissioner of Police, Baltimore Police Department. I called SAC McFarlin today and he stated that his relationship with Ober is one of keeping his distance from him, and he has nothing to do with Ober unless Ober comes to him. Mr. McFarlin stated that he thought we should make the fingerprint survey requested for the following reasons.

Mr. McFarlin stated that the Bureau recently completed a survey of the records system of the Baltimore Police Department and as a result of this survey it was recommended that the Baltimore district police stations fingerprint individuals picked up in the districts and not taken to central headquarters. It appears that everyone taken to central headquarters is fingerprinted but not those picked up in the districts and thereafter released. McFarlin stated that Colonel Ober is endeavoring to carry out all of the recommendations made in the records survey and apparently feels he has no one in the Baltimore Police Department to coordinate the fingerprinting of subjects in the Police districts and getting these prints properly forwarded to the FBI and to the central records system in Baltimore. Ober also indicated he is not certain just what equipment he should have to perfect these arrangements. McFarlin was of the opinion that a fingerprint expert should be able to handle the matter in one day.

Under the circumstances I recommend that we go ahead and have a fingerprint expert from the Identification Division call at the Baltimore Police Department and make the survey indicated, which should not take more than one day.

JPM:DT

DIRECTOR'S NOTATION: "I concur most reluctantly. H."

RECORDED 87

INITIALS ON ORIGINAL

APR 12 1950  
73

62 APR 17 1950

ORIGINAL FILED IN 62-15015-20

THE DIRECTOR

A. Rosen

2-20-53

\*PAYMENT OF CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/96 BY SP-5 CJP/DM

The Executives' Conference considered the matter of paying Criminal Informants.

Our present instructions provide that an SAC may approve payment of an amount up to \$50.00 to an informant for information obtained. This applies only to persons who are not being paid regularly as confidential informants. If the same person is paid a second time regardless of the amount the Bureau must be advised concerning full details of the payments and information obtained and the recommendation made as to whether the individual should be considered as a regularly paid informant. No additional payment may be made to an informant if he is paid a second time without prior Bureau authority.

In view of the comments received from the SACs in connection with the suggestions submitted by them pursuant to our request the Conference considered that the following recommendations should be made.

1. That the SAC be allowed to pay a sum up to \$100.00 for information given to the Bureau on a C.O.D. basis. At the present time the SAC is authorized to pay up to \$50.00 without Bureau authority for information.
2. That expense money in proper cases might be advanced to an informant who necessarily incurs expenses in seeking out information for the Bureau and that the SAC be authorized to pay an amount up to \$100.00 for such expenses to be incurred for the purpose of seeking out information.

This was unanimously approved. Those in attendance were Messrs. Tolson, McCabe, Glavin, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully

For the Conference 66-2054-76490

RECORDED - 125

Clyde Tolson

INDEXED - 125

MAR 24 1953

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

53 APR 1953

ORIGINAL FILED IN 66-2054-76490

THE DIRECTOR

March 28, 1950

THE EXECUTIVES' CONFERENCE

SUGGESTION TO PERIODICALLY FOLLOW UP WITH CIVIL SERVICE COMMISSION  
ON NON-ADJUDICATED CASES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 C/PAP

The Executives' Conference, Messrs. Ladd, Glavin, Tracy, Harbo, Nichols, Clegg, Rosen, Mohr, Carlson, and Belmont in attendance, on March 23, 1950, discussed the suggestion that the Bureau follow up by letter periodically with the Civil Service Commission to determine the status of cases wherein loyalty reports had been submitted by the Bureau containing derogatory or disloyal information. The theory of the suggestion was that the Bureau may be responsible from the security standpoint for the continued employment in Government service in the Executive Branch of persons found to be disloyal and concerning whom final action has not been taken by the Loyalty Hearing Boards or Civil Service. The suggestion also included the thought that by sending follow-up letters to Civil Service to secure the adjudication in such cases, the Bureau's files would reflect a carrying out of responsibility concerning possible disloyal individuals from a security standpoint.

In opposition to this suggestion, it was pointed out that the Bureau has always insisted that we have nothing to do with the adjudication of loyalty cases. To follow up on a certain percentage of "bad" cases would, in effect, be equivalent to adjudicating cases. The Bureau has no responsibility under the loyalty program for following cases. It is the duty of Civil Service Loyalty Review Board to post audit or keep a record on the adjudication of cases. In those instances where we have merely furnished a summary to the Department of cases which we felt should be called to the Department's attention after clearance has been granted by the Loyalty Board, [redacted] has raised objection. To attempt to follow up on certain cases would tend to inject the FBI into the problem of clearance or dismissal of bad risks. We have consistently held that the matter of adjudication is up to the agency involved and the Civil Service Commission.

It was pointed out that we have approximately 2900 cases on which we are awaiting word from the Civil Service Commission as to adjudication.

Mr. Glavin, Mr. Harbo, Mr. Mohr, Mr. Clegg, Mr. Carlson and Mr. Rosen voted that we should not follow up on any cases, or if it were found necessary to so follow, we should follow on all cases, rather than just the "bad" ones. Mr. Ladd, Mr. Tracy and Mr. Belmont voted that we should not follow up on any cases. Mr. Nichols voted that we should make inquiry in the "bad" cases at intervals of six months.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

It was unanimously agreed that if it were found necessary to follow up with the Civil Service Commission on loyalty cases, it should be done on the basis

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

AHB:tlc

RECORDED - 75  
INDEXED - 75

66-2554-7650  
APR 12 1950  
37

ORIGINAL COPY FILED IN 66-2554-7650

MEMORANDUM FOR THE DIRECTOR

of those cases six months old and should be done at intervals of six months; further, that it should be done on the basis of a list of cases, rather than on the basis of individual letters in each case.

RECOMMENDATION:

Inasmuch as the majority of the Executives' Conference voted against this suggestion, no follow-up will be effected with the Civil Service Commission and the present procedure of awaiting advice from Civil Service regarding the adjudication of cases will be continued, if you approve.

Respectfully,  
For the Conference

Clyde Tolson

*I believe the  
majority view  
is sound*

*3/28*

*I agree. However  
I do think we might  
draft letter to C.S.C.  
pointing out our desire  
to be as promptly ad-  
vised as possible not only  
to complete our records  
but for security purposes.  
H*



THE DIRECTOR

3-7-50

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 UBAF

The Executives Conference on 3-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Carlson and Clegg present, considered again the matter of Daily Reports. This matter had been previously considered and had been referred to Inspectors Gurnea and Naughten for special study during the next several inspections.

Previous Survey

In September 1949, the SAC's of the following offices opposed continuing Daily Reports as at present: Albany; Anchorage; Atlanta; Baltimore; Boston; Buffalo; Chicago; Cincinnati; Dallas; Detroit; Houston; Indianapolis; Knoxville; Little Rock; Memphis; Minneapolis; Mobile; Newark; New Orleans; New York; Norfolk; Oklahoma City; Philadelphia; Phoenix; Richmond; San Antonio; San Diego; San Francisco; and Springfield. They favored returning to the practice in existence prior to January 1, 1949, described below.

Those favoring the continuance of Daily Reports as at present were: Charlotte; El Paso; Kansas City; Louisville; Milwaukee; Omaha; Pittsburgh; Salt Lake City; Savannah; and Seattle. The present practice is for all Agents to submit Daily Reports regardless of the location of the Agent in the Field or at headquarters city. Such Daily Reports substantially account for their time throughout the work day.

RECORDED - 82

INDEXED - 82

Practice Prior to January 1, 1949

Prior to January 1, 1949, Daily Reports were submitted only by those who were absent from the headquarters city in excess of 24 hours. The Daily Reports submitted at that time were on 5" x 7" cards reflecting the town where the Agent went and the file number of the cases on which he worked in that town. (At that time it was also required that the Number Three Cards be maintained for 1 year, these cards being those prepared by Special Agents in headquarters cities and by Agents in Resident Agency headquarters when 3 or more Resident Agents were assigned to headquarters. On these Number Three Cards there appeared the plans of the Agent for the day, where he was expected to go, the case numbers and the expected time of his return to the office. These cards were filled out by Agents as they departed from the office at the start of the day or any time during the day.) With the requirement that each Agent prepare a Daily Report, these Number Three Cards were not retained longer than 1 day after the date of their preparation.

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

Views of Inspector Gurnea

He could draw no definite conclusions as to the cost of preparing and maintaining Daily Reports since some Agents prepare them during working hours; some immediately after interviews; others prepare notes and then with these notes they prepare the complete report at the end of the day; and some prepare them on their own time after working hours. He estimated it takes about 10 minutes of an Agent's time per day to prepare these reports. He was unable to say definitely whether

cc-Mr. Mohr

Mr. Clegg

HUC:DMC

ORIGINAL FILED IN 66-2485-98708

## Memorandum for the Director

production had increased or decreased due to the requirement of preparing Daily Reports. Inspector Gurnes believes Daily Reports serve the purpose of providing a concrete control record of the activities of an Agent and they will permit an analysis of his productivity. They serve as an aid in detecting weaknesses during inspections and he thinks that Daily Reports should be continued and made greater use of by SAC's to check on such things as the rough drafting of reports by Agents, top heavy administrative assignments, delinquencies and Resident Agents' assignments.

### Views of Inspector Naughten

Inspector Naughten made a detailed analysis at the San Francisco, San Diego and Phoenix Offices during his inspections of those offices. In San Francisco, the Agents spent an average of 8.7 Agent days each day preparing Daily Reports. This was an average of over 21 minutes per Agent each day. The average time spent by San Diego Agents in preparing Daily Reports was nearly 17 minutes per day and at Phoenix, nearly 18½ minutes per day. The total cost per annum for each Agent at these 3 offices was as follows: San Francisco - \$253.70; San Diego - \$202.00; and Phoenix - \$218.99.

This figure includes preparation, supervision and filing, to which should be added the cost of filing space, cabinets, paper, printing and mailing. The amount of supervisory time spent in reviewing and handling these Daily Reports ranged from a low of .5 minutes at Phoenix to a high of .91 minutes at San Diego, with .72 minutes at San Francisco. The total clerical time required in filing these reports required 1.1 hours clerical time per day at San Francisco, .03 hours clerical time at Phoenix, and .06 hours clerical time in San Diego.

Mr. Naughten concludes that there is no basis for any claims that Daily Reports have increased or decreased production. The variables as to the amount of work handled per Agent reflected nothing that would be helpful in this connection and the SAC's and supervisory staffs agreed that there was no justification for a claim that Daily Reports, as now required, had increased production. He thinks they are too expensive to justify their continuation and recommends that we revert to the system used prior to January 1, 1949, which the majority of the SAC's recommended.

### Advantages of Present Report Form

(1) Provides a daily reminder to Agents as to the need for production; (2) Requires an Agent to account for his time, which constitutes healthy pressure; (3) Simplifies supervision of Agents; (4) Provides a system of checking on the organization of Agents' work; (5) Aids in training New Agents to organize their work; (6) Provides protection for Agents in order to show their whereabouts when required to supply such information; (7) The form used prior to January 1, 1949, was useless; (8) Permits surveys to be made of recent activity; and (9) Provides a good psychological effect.

Memorandum for the Director

Disadvantages of Present Daily Report

(1) Too expensive to justify its value; (2) Requires more space and time for filing; (3) Requires duplication when Number Three Cards are prepared showing what the Agents plan to do and the Daily Reports show what they have done, this being applicable to Agents in headquarters cities and Resident Agencies; (4) No facts to establish any increase in production or that there has not been such an increase; (5) Present report is too voluminous and contains too much useless data; (6) It is just a red-tape procedure which efficiency does not justify; (7) Proper supervision is provided by production records, such as, Assignment Cards, reports prepared, Number Three Cards and planned travel itineraries, which many Agents prepare; and (8) The present Daily Report causes emphasis to be placed on quantity rather than quality and adversely affects morale.

Executives Conference Recommendation

Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd and Rosen recommended that the present regulations concerning Daily Reports be continued, but that the requirement be mandatory that the Daily Reports be prepared after office hours, or as each interview is completed; the notes can be made as the work is handled and then be incorporated in the Daily Report at the close of the day after office hours. This would eliminate the cost difficulties almost in their entirety since the time used for the preparation of the reports would be after regular working hours.

Messrs. Carlson and Clegg recommended, as per the majority of SAC's, that we revert to the brief form of Daily Report and the practices related thereto, which were in effect prior to January 1, 1949. They were of the opinion that requiring the Daily Reports to be made after office hours would merely be substituting part of such overtime as is now spent on investigative work for the amount of time required for the preparation of these administrative types of Daily Reports.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

April 12, 1950

EXECUTIVES CONFERENCE

TESTIMONY OF AGENTS  
NEW YORK OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP scb/pmp

The Executives Conference on April 11, 1950, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Carlson, Ladd, Belmont, Rosen, Nichols and Clegg, considered the suggestion of the New York Office that they be exempted from the recent instructions that Moot Court sessions should be held at the next Quarterly Conference, and that all Agents who have not actually testified in connection with Bureau work be required to testify in Moot Court proceedings to be a part of the conference.

It is necessary to hold the conferences in a court room in New York and they have 3 conferences for the 550 Agents. There are 118 Agents who would have to have this special opportunity to testify in Moot Court. They intend to discuss for 30 minutes or more the Robink Case and to discuss all important phases of testifying.

The Executives Conference was unanimously of the opinion that because there was a large number of Agents in the New York Office who had not testified they should testify in Moot Court proceedings as training and more benefits could be expected where there was a large number of Agents than where there was a small number of Agents. They can hold six different sections of their conference with 20 testifying at each session, and those who attend one session would not be required to attend another so there would be no appreciable loss of time.

If approved, there is attached a letter to the New York Office in keeping with the recommendation of the Executives Conference.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr  
HHC:dgh

RECORDED - 95

INDEXED - 95

65-2557-7052  
APR 14 1950  
37

52 APR 17 1950

1950

The Director

Mr. Rosen

CRIMINAL INFORMANTS  
SEMIANNUAL REPORT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5CJ/pm

PURPOSE

To request a semiannual report from each Bureau office as to the productivity of each criminal informant and a summary of criminal informant coverage.

DETAILS

Instructions to the field have been approved and provide for the Bureau to be advised of complete background data concerning each criminal informant as well as details of information furnished by the informant in the past. This will insure that only active and productive informants are now included in the criminal informant index.

However, to insure continued supervision at the Seat of Government of the criminal informant program of each office, and to particularly determine that all criminal informants are being utilized and continue to be active and productive, it will be necessary to obtain a periodic report on the productivity of each informant and a summary of the criminal informant coverage. Such a report will guard against "dead wood" being retained in the criminal informant index.

A semiannual report from each Bureau Division in this regard is believed desirable. These reports could more easily be handled at the Seat of Government on a staggered basis and, on a six-months basis, an average of two such reports would be received each week. If experience so indicates, the frequency with which such reports are prepared may be decreased or increased. At the present time, and until a marked improvement is shown in the criminal informant coverage of each Bureau office, it is believed necessary to require these reports from each office every six months.

RECOMMENDATION

That the attached SAC Letter, providing for a semiannual report concerning criminal informants, be issued.

ADDENDUM: AR:FE 3-29-50

Attachment  
DST:JHK

Unanimously approved today by the Executives' Conference with Messrs. Tolson, Ladd, Carlson, Mohr, Harbo, Glavin, Tracy, Belmont, Nichols, Clegg and Rosen in attendance.

Respectfully  
For the Conference

Clyde Tolson

66-2557-  
APR 10 1950  
72

DIRECTORS NOTATION: "OK. H."

63 APR 12 1950

ORIGINAL FILED IN 66-2557-1-24

THE DIRECTOR

April 6, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CIP/MP

The Executives Conference consisting of Messrs. Tolson, Glavin, Clegg, Carlson, Harbo, Mohr, Nease, Rosen, and Tracy recommended that the May, 1950, issue of the Law Enforcement Bulletin carry the following item:

In connection with the submission of fingerprint/arrest records to the Identification Division of the Federal Bureau of Investigation, it is requested when it is known to the contributor that the subject is an employee of the United States Government, that fact be recorded on the back of the fingerprint card. This entry should be made at the bottom of the space reserved for the photograph and should set forth the name of the department or agency and the position occupied.

The Conference unanimously recommends approval of the suggestion in order that law enforcement agencies will report when the subject of an investigation is known to them to be an employee of the Federal Government.

Respectfully,  
For the Conference,

Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

INDEXED - 19  
RECORDED - 19

EX - 51

66-2554-7653  
APR 14 1950  
37

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

APR 17 1950



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5CJ/BJK

394  
JUL 19 1960  
21-2

66-2554-7654  
CHANGED TO

67-80010-1342X

142  
APR 27 1950  
mcl

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY sp-5a/bmc

66-2554-7655-  
CHANGED TO  
67-80010-1343X

April 7, 1950

The Director

The Executives Conference

UNITED STATES AIR FORCE Wanted Notices

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJP/HP

The Executives Conference consisting of Messrs. Tolson, Glavin, Clegg, Carlson, Harbo, Mohr, Nease, Rosen and Tracy, on April 6, 1950, considered a request from the U. S. Air Force that the Bureau handle AWOL's from the Air Force directly with the headquarters of the Air Force at Mitchel Air Force Base, New York, rather than through the Provost Marshal General's Office of the Department of the Army.

For the Director's information, at the present time stop notices are placed in the Identification Division for all the Department of the Army through the Provost Marshal General's Office. The Air Force Headquarters have been established at Mitchel Air Force Base, New York, and the Air Force desires to make an official request of the Department of the Army to handle their own AWOL's directly, unless the Bureau has some objection.

There would be no additional burden on the Identification Division. Therefore, the Conference unanimously recommends that Lieutenant [redacted] of the Apprehension Program, First Air Force Command, who has made the inquiry be advised orally that the Bureau would have no objection to handling Air Force requests directly upon receipt of an official request therefor.

b6  
b7C

Respectfully,  
For the Conference

Glyde Tolson

cc - Mr. Mohr  
Mr. Clegg

SJT:MP

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 99  
INDEXED - 99

52 APR 20 1950

66-2537-7656  
JPM

The Director

April 10, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/97 BY SP-5 C. DMP

The Executives Conference of April 10, 1950, consisting of Messrs. Ladd, Clegg, Carlson, Rosen, Belmont, Mohr, Harbo, Tracy, Nease and Glavin, considered a suggestion made by Mr. Conrad in the Laboratory that the Bureau not execute a contract for repair and servicing of our sound recording machines for the next fiscal year. It was pointed out to the Conference that in certain of the divisional offices, Radio Communications Officers and those employees trained in the sound equipment at the present time make certain minor repairs on the sound recording sets assigned to the field. Only where a major repair job is necessary is the set sent to our contractor for such repairs to be made.

Mr. Conrad points out that in soliciting invitations to bid for repair of this particular type of equipment, it is necessary to state how many sets we have, the type of sets we have, and to make a sample of each set available to prospective bidders so that they can intelligently bid on the services to be rendered. Conrad feels that the Radio and Electrical Section of the Technical Laboratory can handle any repairs necessary at the present time without having additional employees assigned to that Section. He further believes, and the basis of his recommendation is, that this repair work should be handled by us during the next fiscal year because of the many inquiries which might be raised at this time concerning the use of wire recording equipment.

He further points out that it will be necessary for the Bureau to execute contracts for needles and recording discs since recurring purchases of these items must necessarily be made under contract. The Conference felt that invitations on the disc contracts should go out covering approximately 25,000 discs and that the regular needle resharpening and purchase contract be handled as it has been in the past.

The Conference concurs with Mr. Conrad's recommendations and recommends that invitations to bid on discs and needles be sent out; that no invitations to bid on repair of our sound recording sets be sent out at this time. Should the Director agree, this matter will be handled as above suggested.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 23  
INDEXED - 23

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

h  
THE DIRECTOR

April 12, 1950

EXECUTIVES CONFERENCE

~~PARTICIPATION OF FBI IN CIVILIAN DEFENSE PROGRAM~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 C. J. D. 1015

The Executives Conference on April 11, 1950, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Carlson, Ladd, Belmont, Rosen, Nichols and Clegg, unanimously recommended that the Field be advised, on the basis of inquiries received from the Boston Office,

- (1) That the Bureau should not participate in any way in the formation of civilian defense plans;
- (2) That requests received by field offices for name checks or background information on civilian defense personnel should be declined, and no such information even if available should be furnished;
- (3) That the Bureau should not participate in any way in the training program for civilian defense personnel; and
- (4) There should be no solicitation or initiation of requests by anybody in the Bureau for fingerprint cards for civilian defense personnel.

If approved, there is attached hereto a letter to the Boston Office and an SAC Letter in this connection.

Respectfully,  
For the Conference

Clyde Tolson

Attachments

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_ cc: Mr. Clegg  
Clegg \_\_\_\_\_ Mr. Mohr  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_ HHC:dgh  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 99

INDEXED - 99

APR 18 1950

34

EX - 8

44  
53 APR 15 1950

April 13, 1950

THE DIRECTOR

EXECUTIVES' CONFERENCE

INVESTIGATIONS

NATIONAL SECURITY AGENCIES BOARD

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJP/PL

Information received from the NSRB is that the recent assignment of the Civil Defense Program to NSRB has resulted in some increased activity by the Board. Employees of the agency and a few persons from outside the Government will be used in connection with this Program which was assigned to NSRB by the President. The agencies who will be called upon to furnish personnel are the American Red, the U. S. Public Health Service, the National Research Council, the Bureau of Animal Industry in the Department of Commerce, and possibly a few others at a later date. These persons will be working for NSRB and in connection with their work will have access to a great deal of top secret material according to [redacted] of NSRB.

At the present time we are receiving about 15 to 20 requests per month from NSRB. We investigate applicants and employees of the Board on a reimbursable basis of \$206.40 per investigation. We have 24 cases pending as of April 7, 1950. [redacted] of NSRB, stated that every effort would be made to keep the number of additional requests at a minimum by using wherever possible any clearance or investigation which the other agency has granted the individual. Every effort will be made to screen the individuals so that no request will be made for investigation on any individual who it is anticipated will not have access to restricted information. He estimated that this slight increase in the number of requests will involve approximately 55 to 60 within the next 30 days and then a gradual increase from the present number of 15 to 20 requests per month to approximately 25 to 30 per month.

#### RECOMMENDATION

The Conference unanimously recommended the Bureau continue to perform investigations requested by NSRB even though in the past they have been limited to those who are employees or applicants of the NSRB. Those in attendance were Messrs. Tolson, Ladd, Nease, Carlson, Harbo, Mohr, Belmont, Tracy, Glavin, Nichols and Rosen.

Respectfully  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

RECORDED - 99  
Clyde Tolson

INDEXED - 99

APR 18 1950

AR:FE

44  
APR 19 1950



h  
THE DIRECTOR

4/11/50

THE EXECUTIVES CONFERENCE

PREPARATION OF MEMORANDA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 ci/ots

The Executives Conference, on April 10, 1950, those present being Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson, Nichols, Nease and Clegg, considered the matter of preparing supplemental information which is not being included in a memorandum for transmittal to the Department.

Recently, information was received that some of the supervisors in the Espionage Section were following a practice, when preparing a memorandum - for example, to the Department, of including additional data (not believed by them suitable for insertion in the memorandum to the Department) on additional yellow pages which were attached immediately underneath the regular yellow file copy pages. The preparation of these additional yellow pages to be attached to the file copy served the purpose, they thought, of making of record pertinent information which was unsuitable for inclusion in the main memorandum. If then a higher ranking official believed that this information should be included in the principal memorandum, instructions could be issued to this effect.

The difficulty with this procedure is that higher ranking officials, not informed specifically of this added information at the conclusion of the file copy, will read the original, initial the yellow, and are not put on notice as to this added information.

Two possible solutions proposed were:

1. To note at the bottom of the first page of the yellow copy that there was added information at the conclusion of the yellow copy. This was objected to because, in initialing the yellow copies, the officials of the Bureau do not undertake to examine minutely the first page of the yellow, which is initialed, and this notation would not be conspicuously brought to their attention.
2. The second choice was to prepare a cover memorandum, calling attention to the data which were not included and explaining the reason therefor, and this cover memorandum would place the officials receiving it on notice as to omitted information so that they could concur or issue instructions for the inclusion of it or any part of it in the regular memorandum being prepared.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

EXECUTIVES CONFERENCE RECOMMENDATION

RECORDED - 88  
INDEXED - 88

166-2534-7660

Unanimously that information of this type should be handled by placing it in a cover memorandum, which would bring it to the attention of those who have

EX - 8

44  
Mr. Clegg

Mr. Mohr

occasion to review the correspondence. If this is approved, there is attached hereto a memorandum to all field officials and supervisors to this effect, and the Supervisors' Manual will have this instruction incorporated therein.

Respectfully,  
FOR THE CONFERENCE

  
Clyde Tolson

h  
THE DIRECTOR

March 30, 1950

EXECUTIVES CONFERENCE

~~TELETYPE RECEIVED AFTER 5:30 P.M. AND  
ON WEEK-ENDS AND HOLIDAYS - SURVEY~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5C/bm

The Executives Conference on 3/28/50, consisting of Messrs. Tolson, Tracy, Harbo, Nichols, Ladd, Belmont, Carlson, Mohr and Clegg, considered the Bureau's instructions that when teletypes are received in field offices after hours, during week-ends and holidays, that the teletype message must be communicated immediately by telephone to the SAC or ASAC; and that employees on duty during these after-hour periods should not be called upon to exercise discretion as to whether the message should be called to the attention of the SAC or ASAC.

A survey was conducted at 7 offices with the following results:

(1) CLEVELAND - Period 3/13-16/50. 14 teletypes received. Only 1 was considered to warrant a call to the supervising official. The remainder could have been handled the following morning.

(2) BOSTON - Period 3/11-14/50. 32 teletypes received after hours; 8 required immediate attention and should have been brought to the attention of the supervisory staff. The remainder were informative in nature and could have been handled the next day. (These figures do not include communications in the ROBINK CASE.)

(3) BALTIMORE - Period 3/10-13/50. 19 teletypes were received after hours, none of which were of sufficient importance to warrant a call to the SAC or supervisory staff except for the existence of this rule. All teletypes could have been handled on the next working day.

(4) CHARLOTTE - Period 3/10-13/50. 8 teletypes were received after hours, 4 were of sufficient importance to warrant calling the SAC personally. The remaining 4 could have been discussed with a field supervisor. (SAC, Charlotte, favors present rule.)

(5) NEWARK - Period 3/10-14/50. 41 teletypes received. Only 1 required immediate investigative attention. Regular air mail or special delivery mail could have been utilized in place of some of the above communications.

Mr. McKee made an analysis of teletype traffic for a 13-day period from February 24 through March 9, 1950. 132 messages were received, 121 of which required no immediate action. Mr. McKee points out that in his office a suburban toll call to his home costs 15¢, a toll call to the ASAC costs 10¢, and that during the 13-day period 132 messages cost \$19.80. This means that the present rule increases the cost of communications in the Newark Division.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

INDEXED - 99

RECORDED - 99

54 APR 21 1950

6-2554-7661

(6) NEW YORK CITY - Period 3/10-13/50. 89 teletypes were received after regular hours, 84 were routine or deferred and only 5 required immediate action and were called to the attention of the responsible supervisory official.

New York has a night supervisor who reviews all incoming messages and will call the appropriate supervisor or official where deemed necessary. Both incoming and outgoing teletypes after hours are routed to the ASAC's desk at 8:00 A.M. every morning. New York averages 30 teletypes daily after 5:30 P.M.

(7) PHILADELPHIA - Period 3/10-14/50. 43 teletypes were received, only 11 required immediate attention. The balance could have been handled the next morning. 19 of the 42 teletypes were "urgent" yet required no immediate action. From February 28 to March 10, 1950, inclusive, Philadelphia received 113 teletypes on which no immediate action was taken following advice of the SAC.

The Executives Conference unanimously recommended as follows:

1. Whenever a Special Agent is on duty during these after-hour periods, on week-ends or holidays, upon the receipt of a teletype message, the Special Agent in question would use his discretion as to the necessity for calling the SAC.

2. That no clerical employees be authorized to exercise any such discretion, and that a teletype received when only a clerical employee is on duty should be communicated to the SAC or ASAC as required by present instructions.

3. In view of the indication that there were teletype communications being sent unnecessarily where letters would suffice, there is attached hereto, as recommended by the Conference, an SAC Letter calling attention to this unnecessary use of teletypes.

4. A previous SAC Letter dated August 10, 1949, instructed that no teletypes or telegrams should be sent by a field division unless the SAC believes that action is required by the receiving office on the day of the receipt of the teletype or telegram. The Conference recommended that these instructions again be called to the attention of the Field.

Respectfully,  
For the Conference

  
Clyde Tolson

The Director

April 10, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-SC/PH

The Executives Conference of April 6, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Mohr, Harbo, Tracy and Glavin, considered a communication received from the SAC at Minneapolis concerning dictating equipment for the Minneapolis Office.

SAC Rhodes of Minneapolis states that at the present time there are 5 dictating machines, 3 transcribing machines and 1 shaving machine at Minneapolis. He points out that these machines, using the regular dictating cylinders, are becoming inoperative; that the equipment is old and some of it is beyond repair; that difficulty is experienced from time to time with the present type cylinders being sent through the mail since these cylinders will be cracked or broken in transit even though a special mailing carton is used. Rhodes also states that they find it impossible to transcribe a considerable number of the records and the local representative of the manufacturer states that some of the recorders are beyond repair. Rhodes feels that consistent use of dictating machines in the Resident Agencies would save a considerable amount of Agent time and in great measure would supplant the use of portable typewriters and longhand in the submission of rough drafts.

He recommends the purchase of 12 recorders and 3 new transcribers for the Minneapolis Office. These 12 recorders would be distributed one each to the Resident Agencies at Rapid City, Sioux Falls, and Huron, South Dakota; Bismarck, North Dakota; Saint Cloud, Minnesota; Rochester, Minnesota; Mankato, Minnesota; and one for the headquarters office. Two of the machines would be sent to the Resident Agencies at Fargo, North Dakota, and Duluth, Minnesota.

It is pointed out to the Director that these machines cost on an average of \$371.00 each. The Conference recommends that 6 new machines be purchased for the Minneapolis Office at this time and that the oldest machines at Minneapolis be turned in on the purchase of these 6 machines, together with an additional machine presently not now being utilized which is in storage at the Seat of Government so that a maximum allowance can be secured in connection with these purchases. The Conference also recommends that 2 new transcribers be purchased for Minneapolis and that 2 of the old transcribing machines be turned in on the purchase of the new.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

RECORDED - 99

INDEXED - 99

EX - 8

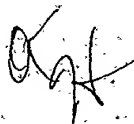
APR 18 1950

34

Memorandum for the Director

The Conference further recommends that SAC Rhodes at Minneapolis be advised of the purchase of these machines and that he be instructed to carefully note the advantages to using the machines in question and that if, in his opinion, additional machines should be purchased, he should renew his request for the remaining number of machines at the beginning of the next fiscal year, July 1, 1950.

Respectfully,  
For the Conference

  
Clyde Tolson



copy ans

OFFICE OF POLAND

UNITED STATES GOVERNMENT

DATE: 3-10-50

TO : Mr. Nichols

FROM : L. R. McCoy

SUBJECT: TELEPHONE RATE INCREASES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/91 BY SP-5 CJP/HR

In connection with the recent telephone rate increases approved for the Chesapeake and Potomac Telephone Company, this is to advise that the Bureau's commercial telephone representative, [redacted], furnished the writer with the attached information setting forth the breakdown of the telephone rate increases for the Bureau's equipment. It is noted that the over-all increases for the Seat of Government equipment totals \$418.32 per month as compared to the old rate total of \$897.13; or a new monthly rate total of \$1,315.45. It is noted that the Seat of Government rate increases amount to a proximately 50 per cent and will become effective March 16, 1950.

b6  
b7c

In addition to the Switchboard all dial equipment rental increases, it should be noted that there will be a substantial rate increase for moving telephones. Formerly a fixed charge of 50¢ was made for each telephone move; however, the new rate is \$1.50 for each telephone moved, plus an additional \$1.50 for each "pick-up" connected to the instrument.

It is requested that the attached forms be returned to the Communications Section for filing purposes.

LRM:cc:mas  
Attachments

ADDENDUM: The Executives Conference of March 20, 1950, consisting of Messrs. Tolson, Carlson, Rosen, Clegg, Mohr, Ladd Harbo, Tracy and Glavin, was advised concerning the above-mentioned information. TRG:VH

ORIGINAL FILED IN 100-27353-1127

RECORDED - 39

INDEXED - 39

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73

127  
122 1950

100-27353-1127

100-27353-1127

DATE: February 9, 1950

TO : MR. WINTH

FROM : A. H. Newman

SUBJECT: ~~Do Not Mail Envelopes~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5CJ/STP

Upon depletion of the present stock of "Do Not Mail Envelopes," I recommend the Bureau discontinue stocking them. I have surveyed the number used by the Bureau in the last two years and I do not believe we use enough of these envelopes to warrant the space needed to store them.

The following is being submitted for your information:

<u>KRAFT #2</u>						
Ordered approx. 1946	57,000	USED	7,712	Now on hand	49,238	
<u>4 1/2 x 9 1/2 #10 DO NOT MAIL COMMUNICATION</u>						
Ordered approx. 1946	65,550	Used	1,072	Now on hand	64,478	
<u>KRAFT 8 3/4 x 8 3/4</u>						
Ordered approx. 1946	141,500	Used	1,000	Now on hand	140,500	
<u>MANILA 9 1/2 x 6 1/2</u>						
Ordered approx. 1946	46,712	Used	3,012	Now on hand	43,700	
<u>10x15</u>						
Ordered approx. 1946	17,945	Used	10,810	Now on hand	7,135	
<u>MANILA 9 1/2 x 12 1/2</u>						
Ordered approx. 1946	81,250	Used	81,250	Now on hand	0	
<u>MANILA 12/16</u>						
Ordered approx. 1946	31,000	Used	2,000	Now on hand	29,000	
<u>3 7/8 x 8 7/8 WHITE #9 WINDOW</u>						
Ordered approx. 1946	88,560	Used	13,960	Now on hand	74,600	
<u>#9 WHITE WINDOW FIELD</u>						
Ordered approx. 1946	80,000	Used	0	Now on hand	80,000	
<u>#10 WHITE WINDOW</u>						
Ordered approx. 1946	91,200	Used	1,600	Now on hand	89,600	
<u>#10 WINDOW FIELD</u>						
Ordered approx. 1946	101,000	Used	3,000	Now on hand	98,000	

The Executives Conference of February 14, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Tracy, McCabe for Clegg and Glavin, was advised concerning the above situation. The Conference is of the definite opinion additional envelopes of this type should not be maintained in stock and, further, the Conference agreed that the "Do Not Mail" Envelopes should be utilized in filling orders until our present stock has been dissipated. Please see that this is done. TIG:VH

EX-35

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THE DIRECTOR

April 12, 1950

EXECUTIVES CONFERENCE

FLORIDA PEACE OFFICERS' ASSOCIATION

~~X~~ POLICE ASSOCIATION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5CJ/DHF

The Executives Conference on April 11, 1950, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Carlson, Ladd, Belmont, Rosen, Nichols and Clegg, unanimously recommended that the SAC's at Miami and Mobile be informed that there is no objection to their informing police officers or officials of the Florida Peace Officers' Association as to the reason for the failure on the part of Bureau personnel to renew their memberships in this association. You will recall they were not to be renewed because officials of that association were soliciting funds for the defense of those indicted for civil rights violations.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

NHC:dgh

RECORDED - 26

INDEXED - 26

APR 19 1950

RECEIVED - DIRECTOR  
F B I  
U.S. DEPT. OF JUSTICE  
APR 13 1 27 PM '50

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

5 APR 20 1950

The Director

April 10, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/13/91 BY SP-5 Cj/mf

The Executives Conference of April 6, 1950, consisting of Messrs. Tolson, Carlson, Clegg, Mohr, Harbo, Tracy and Glavin, considered a suggestion made by Special Agent Gauthier that the attached communication go forward to the field covering automotive maintenance and operations.

The Conference was advised that it was felt desirable to have such a communication go forward to the field at this time since recommendations are made to the Bureau from time to time by the field that consideration be given to utilizing new types of equipment, material or supplies for automobiles. It is the consensus of opinion of the Executives Conference that before new types of equipment, such as baseball type fire extinguishers, oil savers, etc., are used in Bureau owned automobiles, the opportunity be had for the Seat of Government to have appropriate tests made of these articles at the Bureau of Standards or through the Federal Works Agency to definitely determine whether the item involved is recommended for use in Government vehicles.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

RECORDED - 78

INDEXED - 78

WRG:VH

Attachment

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

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54 APR 20 1950

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OFFICE MEMORANDUM. UNITED STATES GOVERNMENT.

TO : D. M. LADD

DATE: March 22, 1950

FROM : A. H. BELMONT

SUBJECT: NEUTRALITY ACT MATTERS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 C/OH

PURPOSE

This memorandum is to submit for approval a proposed Bureau Bulletin advising the Field that effective immediately the Bureau will not accept for investigation alleged violations of Section 452 Title 22 USCA (Munitions Control Act) and instructions concerning the disposition of pending cases in the Field in accordance with the recommendations contained in my memorandum to you of March 8, 1950, which is attached.

ACTION

If you approve, the attached Bureau Bulletin should be sent to the Field.

Attachments

RWC:jgh

(Approved by Executive Conference on March 29, 1950, Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Carlson, and Belmont being in attendance.)

RECORDED - 64

EX-136

APR 18 1950

81

247  
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THE DIRECTOR

April 12, 1950

THE EXECUTIVES' CONFERENCE

~~DISSEMINATION OF BUREAU INVESTIGATIVE REPORTS~~

At the Executives' Conference on April 12, 1950, Messrs. Tolson, Ladd, Clegg, Nichols, Rosen, Harbo, Tracy, Nease, Carlson, Mohr and Belmont in attendance, a discussion was held relative to the dissemination of information from Bureau reports to the Department and other Governmental agencies.

The dissemination of investigative reports is presently governed by the following:

Bureau Bulletin No. 34 dated July 8, 1949, under "Suggested Guides and Examples in Determining What Information May Be Disseminated and That Which May Not Be Distributed To Outside Agencies" states:

"All investigative reports shall be prepared with the understanding that the main body of the report may be distributed to an outside agency. In civil cases and in criminal cases the reported information in the main portion of the report should be of a type considered admissible in evidence such as is now included in summary reports. In Internal Security cases, it is understood that frequently the information reported is not to be used as a basis for court action, but the report will contain intelligence data, facts on which administrative action will be taken, and factors which affect the internal security of the country. In such cases the standard rules of evidence, such as used in criminal cases, do not necessarily apply. However, the information included in the main body of the report should be that which ordinarily would appear in a summary-type report on intelligence or Internal Security cases.

"Types of information which may be disseminated -  
to be included in the main portion of the report:

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HEREIN IS UNCLASSIFIED  
DATE 1/13/92 BY SP-5 JCH/SP

"(1) The pertinent and material information of the complaint, identified as an allegation, which serves as the basis for the investigation.

"(2) Facts that are pertinent or material that have been verified or corroborated which prove or disprove the allegation.

"(3) Pertinent and material information from a reliable source whether subject to corroboration or not should be included.

"Types of information not to be disseminated -  
to be included in the administrative pages of the report:

"(1) Gossip, rumor or any information that could unjustifiably embarrass any person or organization.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

54 APR 21 1950

cc - Mr. H. H. Clegg  
Mr. J. P. Mohr

AMB:tlc

RECORDED - 46

INDEXED - 46

APR 21 1950

File 8



MEMORANDUM FOR THE DIRECTOR

"(2) Verified or unverified information, the pertinency of which has not been established, but that may be the basis for future investigation. This will also apply to persons and organizations other than the subject who are not involved in the investigation in any material sense.

"(3) Unconfirmed and uncorroborated information concerning associates, relatives, or organizations to which the subject may belong, who are alleged to be subversive.

"(4) Facts and information which are considered of a nature not expedient to disseminate, or which could cause embarrassment to the Bureau, if distributed."

SAC Letter No. 43 dated April 7, 1949, set forth a statement of policies and procedures with respect to the investigation and supervision of espionage and foreign intelligence matters. Under the distribution of information portion of this letter the following is stated:

"In espionage cases it has been the policy not to forward copies of investigative reports to the Department during the period of investigation, but when the espionage case has been thoroughly and completely developed to determine the full extent of a subject's activities and contacts and to fully develop all information necessary for the protection of the national security, a summary memorandum is presented to the Department for its opinion concerning prosecutive action. Thereafter, if the Department indicates prosecution, copies of pertinent investigative reports are forwarded.

"The above-stated policies concerning the distribution of information are to serve as a general guide. Exceptions based on judgment and common sense are to be made with approval. The Supervisors, Section Chiefs, and Assistant Directors should be alert to recommend exceptions when they would protect the Bureau's interests. In sending reports to the Department of Justice, matters which may result in publicity, significant activities of the subject or suspect, problems arising which need a legal interpretation or a legal opinion frequently may justify the transmittal of reports or memoranda to the Department before the case is ready for an opinion as to prosecution. There are other circumstances which would justify the Bureau's transmitting reports and memoranda to the Department for informational purposes and the policy should be interpreted bearing in mind the protection of the Bureau's operations, as well as situations involving maximum security. If publicity or prospective publicity is to be given to information previously furnished to the Bureau as classified, this may be found sufficient to remove the classified restrictions and to advise the Department. At times it may be necessary in furnishing the Department with classified information to advise specifically that the information is classified and confidential."

MEMORANDUM FOR THE DIRECTOR

After a thorough discussion as to whether the Bureau's best interests call for a change in the policies as set forth above, it was agreed by the Conference that there was no need to change the present system of separating an investigative report into a main section and the administrative section. It was pointed out that while the Bureau, by not generally disseminating information from the administrative section of a report, assumes responsibility for withholding information, on the other hand, the general dissemination of all material in an investigative report would subject the Bureau to criticism for having disseminated unverified information, with the risk that such information would be made public, as in the Coplon case.

Mr. Clegg was of the opinion that the present rules for the dissemination of reports should be kept. He felt that the present rules enable us to restrict the dissemination of unverified information, but at the same time through the application of good judgment and common sense, to disseminate any information where reason for such dissemination exists. He recommended that instructions be brought up to date with particular stress placed on the fact that whenever good judgment and common sense dictate, exceptions should be made to the general rule, providing appropriate approval were obtained. Messrs. Tolson, Tracy, Harbo, Rosen, Nichols and Nease voted with Mr. Clegg.

*This is a sound policy, if properly administered.*

Mr. Ladd suggested that wherever there is dissemination of reports, the entire contents of the report should be disseminated, including the administrative section. He pointed out that by not furnishing the administrative section of reports to the Department or to the intelligence agencies, when the reports were disseminated, the Bureau is placed in the position of withholding information and it can later be said that one of the interested agencies, particularly the Department, would have taken a course of action contrary to that which they did take had the Bureau furnished them full information. It was suggested that the section of the report headed administrative carry a standard introductory paragraph in all reports to the effect that "The following pages of this report are administrative in nature and contain information which is unverified and the accuracy of which, therefore, cannot be vouched for by this Bureau." It was pointed out that if this suggestion were adopted, the field should be notified in order that all reports from the field will bear this notation and in order that the field will realize that the reports may be subject to dissemination. Mr. Ladd pointed out that his suggestion would in no way change the present procedure in espionage cases, as reflected above, that is, that in espionage cases reports are not sent to the Department until the case is ready for presentation to the Department for prosecution, or for any other reason it becomes desirable or necessary to call the case to the attention of the Department. In such instances, a summary of the case is sent to the Department. This procedure is necessary in order to prohibit leakage on such cases as the Mocase, et cetera.

Messrs. Mohr, Belmont and Carlson voted with Mr. Ladd.

MEMORANDUM FOR THE DIRECTOR

Mr. Glavin was of the opinion that if any dissemination were made to the Department, all information should be forwarded to the Department. He did not favor dissemination to the intelligence agencies, except on the present restricted basis, unless a specific reason existed to the contrary.

On April 11, 1950, the Executives' Conference considered the dissemination of public source material and an appropriate memorandum was submitted.

On April 13, 1950, discussion will be continued to include the dissemination of material from Bureau files on the basis of name checks or other inquiries from the Department or Governmental agencies.

Respectfully,  
For the Conference

*7*  
Clyde Tolson

*Expedite*  
*H*

*I share majority view but  
of course any rule is useless  
unless properly & intelligently  
administered.*

*H*

THE DIRECTOR

April 11, 1950

THE EXECUTIVES' CONFERENCE

\* DISSEMINATION OF PUBLIC SOURCE INFORMATION \*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/3/91 BY SP-5CJ/PA

At the Executives' Conference on April 10, 1950, Messrs. Ladd, Clegg, Rosen, Nichols, Glavin, Mohr, Harbo, Carlson, Tracy and Belmont in attendance, a discussion was held relative to the dissemination of public source information to the Department and other agencies when requests are received for information.

The policy under which the dissemination of public source material has been restricted is based on a reply dated March 17, 1948 to our inquiry of the Department, which reply is stated as follows:

"This will acknowledge your memorandum to the Attorney General dated March 8, 1948, describing certain difficulties which have been experienced in connection with the furnishing of information to departments and agencies in connection with the Loyalty Program and suggesting that, in the absence of a prior investigation and in the absence of information indicating membership in a subversive group, the inquiring department or agency merely be advised that the person involved has not been investigated by the FBI. The Attorney General has indicated approval of this policy."

Instructions regarding the dissemination of information were laid down in SAC Letter #56 dated April 9, 1948, a portion of which is as follows:

"Since all Government agencies have the same access to records of Congressional committees, newspaper articles, reports of State legislative groups and other information of a so-called public nature, the Bureau will no longer furnish such data to other Government agencies as a result of name checks made through the Bureau files."

It was pointed out that the purpose of the discussion was to consider whether the restricting of the dissemination of public source material is to the Bureau's best interests at this time, bearing in mind that the Bureau may be subjected to criticism for withholding information in its files unless such information is disseminated upon request from legitimate agencies. All members of the Executives' Conference present, with the exception of Mr. Mohr, were of the opinion that upon receipt of requests for name checks or information from reliable agencies, public source information should be made available to those agencies along with the other information in our files which comes within the present dissemination rules. The specific agencies to which this would apply were named as follows: Office of Naval Intelligence, Intelligence Division of the Army, Office of Special Investigations, U. S. Air Force, State Department (including the Displaced Persons Commission), Central Intelligence Agency, Immigration and Naturalization Service, Economic Cooperation Administration, Atomic Energy Commission, and the Department of Justice.

Tele. Room CC - Mr. H. H. Clegg  
Nease Mr. J. P. Mohr  
Gandy

RECORDED - 20

INDEXED - 20

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54 APR 22 1950  
AHB:tmc

MEMORANDUM FOR THE DIRECTOR

In addition to the above, it was agreed that the common sense rule should be applied to any requests from other Governmental agencies, in that any request from any agency should be considered in the light of what is to the Bureau's best interests. Thus, if the Bureau's best interests will be served, public source material should be disseminated to other inquiring sources, regardless of whether they are construed as reliable agencies.

In disseminating public source material, the dissemination should be clearly qualified to reflect that the material is from public sources and not the result of Bureau investigation. It was suggested that consideration may be given, where public source material is readily available from such sources as the New York Times, Newsweek Magazine, Time Magazine, etc., to merely referring the inquiring agency to the appropriate source, particularly where the material in question is voluminous. This would save considerable typing and stenographic work in copying the material. It was further pointed out that where material is furnished from a public source, the entire context of the article should be furnished in order that the Bureau will not be charged with merely furnishing a certain portion of the material and thus evaluating the article in question.

Mr. Mohr was of the opinion that the dissemination of public source material should not be restricted to the above agencies, even with the proviso attached that material may also be furnished to other agencies where the Bureau's best interests will be served. Mr. Mohr was of the opinion that public source material should be furnished to any Government agency that requests a name check.

It is not believed that it will be necessary to consult with the Department relative to any change in the dissemination of public source material as this constitutes merely a broadening of the present rule which permits exception in those instances where it appears desirable to furnish information when common sense dictates. However, it is believed it will be necessary to furnish additional instructions to the field, inasmuch as the field is presently restricted through SAC letter #56 dated April 9, 1948, from furnishing information of a public nature as a result of name checks through the Bureau indices.

RECOMMENDATION:

In the event you approve the majority opinion of the Executives' Conference, as reflected above, appropriate instructions will be issued to all officials at the Seat of Government, and a letter will be drafted issuing appropriate instructions to the field.

*I agree with Mohr*  
4-12  
✓

Respectfully,  
For the Conference

Glyde Tolson

*I Concur*  
A.



April 12, 1950

THE DIRECTOR

EXECUTIVES CONFERENCE

~~WIRE TAPPING~~  
~~HARDONE DECISIONS~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJP/KP

The Executives Conference on April 11, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Carlson, Ladd, Belmont, Rosen, Nichols and Clegg, agreed, with the exception of Mr. Nichols, that the Hardone Decisions communication which is attached should go out as a Bureau Bulletin at this time. You will recall that it was to be held up until after the procedures had been approved, and had been initiated in connection with technical surveillances; and these procedures have been approved and have been initiated and are now in effect. It is believed by the majority of the Conference that these decisions should go out as a Bulletin, particularly since one Agent recently testified that he was not acquainted with the holdings in the cases.

Mr. Nichols objected since he felt that discussions which have been had before schools and those which have been resumed before Agents' classes concerning the Hardone Decisions would be sufficient, and also in view of all the publicity concerning the Hardone Decisions it should not be necessary now to transmit the gist of these decisions to the Field.

If the Director approves the majority view, the Bureau Bulletin is attached.

It was the unanimous recommendation of the Conference that these decisions should not be incorporated in the Bureau's Manuals and Handbook.

Respectfully,  
For the Conference

Clyde Tolson

Tolson Attachment

Ladd

Clegg cc: Mr. Clegg

Glavin Mr. Mohr

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

HHC:dgh

54 APR 24 1950

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RECORDED - 76

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The Director

March 22, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY sp-5 cjb/bsf

The Executives Conference of March 21, 1950, consisting of Messrs. Tolson, Nease, Carlson, Clegg, Rosen, Ladd, Belmont, Harbo, Mohr, Tracy and Glavin, again considered the desirability of various divisional offices developing and processing photographic film in the office with Bureau personnel rather than having such work done by commercial contractors.

It was pointed out to the Conference that during the fiscal year 1949, a total of \$14,660 was paid to contract photographers throughout the country by the Bureau as a result of photographic work performed by such contractors for the various divisional offices. This averages \$287.45 per office. The Conference was further advised that the field office contracts covered primarily the developing and printing of expeditious photographic work, the balance of the work being sent to the Bureau or to one of the offices having large photographic plants for handling.

For the Director's information, at the present time, New York, Chicago and San Francisco have photographic plants in the divisional office, these offices handling photographic work of a non-expeditious nature for other offices in the field service. Other offices in the field at the present time equipped to handle their own photographic work, but not photographic work of adjoining offices, are Baltimore, Detroit, Honolulu, Los Angeles, Newark, Portland and San Juan. All offices in the field have been advised of this fact in the past and have utilized these facilities from time to time. Further, the Photographic Section at the Seat of Government does a great amount of work for the field.

It is further pointed out that dark rooms do not exist in all of the divisional offices, such dark rooms not being necessary in connection with the floor plan of a divisional office. In some instances, the photostat work, which is handled by the Birmingham Office in a room which can be readily converted to a dark room, is handled in supply rooms and other such rooms in other divisional offices. Further, in many of the divisional offices, we would not have a photographer on the clerical staff who could handle photographic work and it would not be advantageous or economical for the Bureau to hire a photographer for such a purpose. It is further pointed out that from time to time employees, such as the radio communications officer in Birmingham, may be transferred or resign, leaving such offices without qualified personnel for such work.

CC: Mr. H. H. Clegg  
Mr. Mohr

WRG:VH  
Attachment

RECORDED - 114  
INDEXED - 114

APR 23 1950

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ORIGINAL COPY FILED IN 6-116

Memorandum for the Director

The Conference, therefore, feels that when such suggestions are made in the future, that the facts submitted be carefully analyzed and that, when such work can be more efficiently and economically handled in the divisional office, the interested field office be given authority to handle such work in the future. The Conference does wish to point out that there has been no field-wide check made of the various divisional offices to find out whether such work could be more economically handled in other offices than Birmingham and, realizing the many factors which might possibly mitigate against setting up such service in all of the divisional offices, it recommends that no such survey be made at this time.

In conformity with the Director's instructions, Birmingham and Radio Communications Officer Butler of the Birmingham Division are being commended through the letters attached.

Respectfully,  
For the Conference

Clyde Tolson

*This tops all impractical  
Conclusions ever reached  
by the Ex. Conf! In other words  
We are not even going to  
try + find out if suggestion  
would be practical in any  
other offices. I do wish Ex.  
Conf. wouldn't be so smug  
& self satisfied & adopt a  
more humble attitude towards  
suggestions. Make survey  
now. H.*

The Director

April 14, 1950

The Executives Conference

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DATE 5/13/91 BY SP-5 JH/MS

The Executives Conference of April 14, 1950, consisting of Messrs. Tolson, F. H. McIntire for Mr. Clegg, Tracy, Carlson, Harbo, Mohr, Belmont, Ladd, Nichols and Glavin, considered a communication received from the SAC at Knoxville concerning the safeguarding of firearms and photographic equipment at the Chattanooga Resident Agency, which is located in the Post Office Building there.

It was pointed out to the Conference that at the present time the Chattanooga Resident Agency has 1 shotgun, 1 rifle, 1 sub-machine gun, 1 gas gun and photographic equipment; that this equipment was previously maintained in a safe at the Chattanooga Resident Agency. However, this safe has now been returned to the Post Office Department, the owners of the safe and from whom we secured the safe in the first instance, since the Post Office Department needs it for a new sub-Post Office opening in Chattanooga.

The Agent in Charge of the Knoxville Division forwarded several photographs with his communication of reference, which photographs are attached hereto, showing that at the present time the above-mentioned equipment is maintained in a steel cabinet with a special lock bar and padlock device installed on the cabinet. He further points out that the Post Office has an armed guard between 6:00 P.M. and 6:00 A.M. The Conference feels that this manner in maintaining the above equipment at Chattanooga in the metal cabinet reinforced by the lock bar is satisfactory. Should the Director agree, the attached communication should go forward to Knoxville.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

RECORDED - 11

INDEXED - 11

URG:VH

5 APR 25 1950  
Attachment

APR 20 5 12 PM '50

U.S. DEPT. OF JUSTICE

April 17, 1950

THE DIRECTOR

EXECUTIVES CONFERENCE

DAILY REPORTS  
NO. 3 REGISTER CARDS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 C. J. H.

The Executives Conference on April 14, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson, Nichols and F. H. McIntire, considered the inquiries which had been received from the Field relative to the preparation and filing of No. 3 Register Cards and Daily Reports. The inquiries were:

1. Should No. 3 Register Cards prepared by Agents in a resident agency having a Senior Resident Agent be filed?
2. Where resident or road work Agents arrive in divisional headquarters city during the working day, should their work up to the time of their arrival be reported on a Daily Report or reflected on a No. 3 Card?
3. When a Resident Agent travels directly to divisional headquarters, need he submit a Daily Report?
4. Should No. 3 Cards prepared by the SAC and ASAC be retained?
5. When Agents are on sick leave or annual leave, is it necessary that No. 3 Cards, Daily Reports or both be prepared?

The Conference unanimously recommended as follows:

1. That No. 3 Cards prepared in a resident agency having a Senior Resident Agent be reviewed by the Senior Resident Agent, and destroyed the morning following the day for which they are prepared.
2. That resident or road work Agents arriving in divisional headquarters during the day should reflect their activities up to the time of their arrival on a Daily Report, and reflect their activities thereafter on a No. 3 Register Card.
3. That No. 3 Register Cards submitted by all employees at divisional headquarters SAC and ASAC shall be filed.
4. That no change be made in rules relative to the submission of Daily Reports or No. 3 Cards covering periods of leave.

If approved, there is attached a suggested Bureau Bulletin clarifying this matter.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

APR 25 1950

EX-115

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INDEXED - 53  
Respectfully,  
For the Conference

Clyde Tolson

WAC

JUL 20 1950

mh

66. 2554- 76 74

CHANGED TO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 JAC/04

Filed as copy to  
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THE DIRECTOR

Executives Conference

3-24-50  
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DATE 12/9/91 BY SP-5 CJS/MT

The Director instructed that a study be made of the over-all procedure concerning the destruction of records and also instructed that recommendations for a continued procedure be made.

Existing legislation approved July 7, 1943, amended July 6, 1945, defines four methods by which Government records might be destroyed. They are as follows:

- (1) Disposal Lists - covering destruction of non-recurring records, e.g., old Bertillon records and cards.
- (2) Disposal Schedules - authorizing destruction of recurring records. For example, copies of closed investigative reports in Field Offices after they are 25 years old.
- (3) General Schedules - applicable to all Government agencies. Six such general schedules have been issued. They cover Selective Service deferment records, records concerning relations with the public, mail and postal records, fiscal and accounting records, personnel records, etc.
- (4) Emergency Authorization - on approval of the Archivist and the head of the agency, when public health or life is menaced, when space occupied is urgently needed for military purposes and their continued preservation is not warranted, when located outside the United States, or when outside the United States and seizure by a hostile power during war is imminent, such as, an embassy or consulate.

No records of the Government shall be destroyed except in accordance with the Records Disposal Act is an additional provision of this legislation.

The Department has ruled as to duplicate copies of investigative reports that only one copy will be necessary as a record and the duplicates can be destroyed. The Criminal Division has authorized the destruction of records and recordings which are of a temporary character in connection with wire taps and the Department ruled that the intent of the agency as to whether documents should be preserved is a controlling factor in determining whether it is to be kept or whether it is to be considered temporary and then destroyed. The Archives interpretation of the Act leaves the determination of the value of the record to the producing agency and in considering value they consider such things as interest to scholars and private citizens, the administrative, fiscal and legal use to the Government, the protection of the rights of private citizens, the basic facts as to organization and functions of an agency and the value of the records for research purposes.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

54 APR 25 1950

RECORDED - 53  
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APR 25 1950

7075



## Memorandum for the Director

### Material Presently Authorized For Destruction

There are 25 items of material destroyed at the Seat of Government and in the Field in keeping with the Act and its interpretation by the Archives Office and the Department, including such matters as error slips, duplicate assignment cards, directories, stenographic notes, tickler copies of reports and letters (see page 5 of attached memorandum).

Certain other documents are destroyed by each division based upon the General Schedules which have been issued, including correspondence with state and local police agencies concerning fingerprints and criminal records after the data is posted to the Bureau's records.

### Material Suggested For Disposal Schedules

There are listed in the attached memorandum 12 examples of types of data which, it is believed, should be included in additional Disposal Schedules, examples being, Uniform Crime Reports from police departments, informational bulletins and letters received by the Bureau and having no permanent value, inventory records, leave correspondence and sign-in registers (see pages 6 - 8 of attached memorandum).

The Bureau's manuals require the destruction after 1 year of 23 types of records in the Field, such as, gun vault charge-out records, addressograph records and Special Agents' Daily Reports. There are also listed 29 types of records which are destroyed after they are 3 years old, such as, Bureau Bulletins, speech material, SAC Letters and general vouchers (see pages 9 - 10 of attached memorandum). There are 6 additional types of records which can be destroyed after 3 years when in the opinion of the Special Agent in Charge they are no longer needed, such as, training files, FBI National Academy correspondence and research matters. Also, Field Office files may be destroyed after 25 years. This latter item was approved by Archives in 1946.

### Executives Conference Action

The members of the Executives Conference present on March 23, 1950, including Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Carlson, Rosen, and Clegg, unanimously recommended as follows:

I. (a) That the attached memorandum be furnished to the Bureau's Records Officer, Mr. Frank W. Waikart and that he note the various listings of records which the Bureau now instructs should be destroyed.

(b) That this Records Officer also obtain from the various Seat of Government divisions any additional types of records which are recommended for destruction.

(c) That the Records Officer then divide these lists into two categories: (1) those which, according to interpretations or authorizations of the Department or Archivist may now be destroyed without further authority and (2) those types which should be submitted to the Archivist for inclusion on new Disposal Lists and Schedules as authority for destruction.

Memorandum for the Director

(d) That these two categories be submitted to the conference ~~for~~ or review since what is no longer needed in one division may ~~rest~~ to another.

(e) That the lists as approved then be discussed by Officer with the Department's Records Officer and the Archivist with getting approval and authorization. It might be mentioned that all types of records listed which are destroyed on an annual or 3-year basis in have already been considered by the Executives Conference previously and

II. In order to establish a procedure for the destruction of records in the future, all recommendations for such disposal or destruction referred to the Bureau Records Officer, Mr. Waikart, so that those which destroyed under existing authority may be compiled in one list and those for additional authority should be obtained can be included in another list and would be considered by the Executives Conference and approved by the Director. Where necessary, the specific authority of the Archivist would be obtained for deletion when not already authorized.

III. That the Supervisors' Manual and Manual of Rules and Regulations be amended to refer to the Records Disposal Act so as to point out the necessary following such procedure both at the Seat of Government and in the Field here.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

April 19, 1950

JOINT COMMITTEE

SUGGESTION NO. 382

EMPLOYEE:

MILWAUKEE OFFICE

CHARGE-OUT SERIALS

SAVINGS: None

AWARD: None

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
E. Scheidt  
A. Cornelius

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-5 C/P/H

SUGGESTION: That in lieu of a 10"x10" red card placed in the folder when a file or serial is withdrawn from a closed file, that a 5"x9" red card with Acco holes punched in such a way that there would be approximately one inch of the red card protruding beyond the side of the file would be an effective substitute.

- ADVANTAGES:
1. This 5"x9" red flag would be in the file fastened securely by an Acco fastener, and thus more secure than the 10"x10" cards in the folder.
  2. Since a charge-out slip is placed in the file, there would be no large amount of additional time required to insert this red card at the same time that the charge-out slip is inserted in the file.
  3. It would reduce the chance of red cards being inadvertently removed when serials are charged out of a file.

DISADVANTAGES:

1. The present system seems to be working, and a necessity for the change is not indicated.
2. This would require some small additional amount of time for punching holes in the cards, as well as for filing the cards even though filed at the same time as the charge-out slips.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

54 APR 26 1950

RECORDED - 19

INDEXED - 19

EX-115

66-2554-7676  
APR 21 1950  
194-24

O (mcw)  
P  
Y

TO : THE DIRECTOR

DATE: April 25, 1950

FROM : A. ROSEN

SUBJECT: ~~ATOMIC ENERGY ACT INVESTIGATIONS~~  
SUBVERSIVE ALLEGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 C/P

PURPOSE:

To suggest that a Bureau Bulletin be sent to the field requesting more thorough investigation including contacts with confidential informants in AEAA cases when disloyal or subversive derogatory information is developed.

DETAILS:

There have recently been an increasing number of instances when it has been necessary for the Bureau to request additional investigation in AEAA cases when subversive derogatory or disloyal information has been developed.

It is believed that the services of confidential informants should be utilized in all such cases, whenever feasible, in order to exhaust every effort to verify or disprove the derogatory allegations.

ACTION:

There is attached a suggested Bureau Bulletin to be sent to the field if you approve.

RWR:mcp

Attachment

ADDENDUM: AR:FE 4-25-50

Unanimously approved by the Executives' Conference with Messrs. Ladd, Carlson, Clegg, Tracy, Nichols, Glavin, Mohr, Harbo, Belmont and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

*Copy to Executive Conf  
File 65-255*

RECORDED - 26  
INDEXED - 26

66-3554-7678

54 APR 28 1950

DATE OF REMOVAL 4-29-50

TYPE  
MAIL

Memo

SUBMITTED BY Executive Conference DATED 4-21-50

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 4708.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 ci/bhp

b6  
b7C

REMOVED BY



FILE NUMBER 66-2554-7679

PERMANENT SERIAL CHARGEOUT

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

This SAC letter stated that the purpose of these instructions was to completely eliminate the furnishing to other Government agencies and other departments unconfirmed data or other information which has not been established and verified by actual Bureau investigation. The SAC letter stated, "Although it is realized that numerous occasions may arise in the day to day preparation of data for dissemination to outside agencies and officials, I feel that the use of considered judgment, and the practical application of the policy outlined herein will greatly enhance the services performed by the Bureau." This, therefore, does allow the application of the common sense principle that there will be exceptions to these instructions when the particular instance warrants.

The problem involved here is whether the restricting of the dissemination of unconfirmed and unverified information from the Bureau's files to any agencies will lay the Bureau open to criticism at some later date on the grounds that the Bureau has withheld information in its files which would have caused the inquiring agency to take action, other than that which it did take, had it been furnished the information. The problem also must consider the fact that if the Bureau does disseminate unverified information, regardless of what qualifications are made at the time of the dissemination, the probability exists that the Bureau will be charged with disseminating rumor, gossip and other unverified information.

Several examples were brought up before the Executives' Conference to definitely pose the problem in question. They are as follows:

(1) The Immigration and Naturalization Service asked for a name check on a seaman who had been employed on United States maritime vessels from 1942 to 1950. Bureau files reflected an anonymous communication from a merchant seaman setting forth the names of a number of crewmen aboard a United States vessel who, he alleged, were engaged in Communist activities while aboard this ship. The list of names included the seaman concerning whom Immigration and Naturalization had inquired. This information was not furnished to the Immigration and Naturalization Service because it was from an anonymous source of unknown reliability and no investigation of the subject had been conducted by this Bureau.

(2) In 1948, the New York Office forwarded to the Bureau a large number of original dues lists of the various IWO lodges in the United States. This was secured through a trash cover. The names from this list are not furnished on name checks because of the lack of identifying data and because the membership and the basis for membership in the IWO have not been verified by FBI investigation.

(3) A request for information was received from the Immigration and Naturalization Service based on an application for naturalization. Bureau files reflected that an individual by the same name was described by a confidential informant as a member of the NMU and a Communist, as a marijuana salesman, and as one who had taken up with a Cuban girl who was working as a prostitute. The confidential informant was a member of the Cuban Police whose reliability was by no means certain, as information from this source has been open to question. Immigration and Naturalization was not furnished this information, since it had not been verified by FBI investigation and the reliability of the informant was unknown.

~~CONFIDENTIAL~~ 2 -



MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

(4) The United States Army makes a name check in connection with clearance for access to restricted data. Data in our files reflected a report received through one of our foreign liaison Agents, setting forth an allegation that the person, while in Paris, associated with known Communists. The Army has the facilities to make a complete investigation in Paris. This information was not furnished to the United States Army, as the information had not been verified through Bureau investigation and the reliability of the source was not known.

(5) Information was received that a person in the United States was engaged in passport manipulations. The information was furnished to the State Department at the time. Subsequently, we received a name check from the Immigration and Naturalization Service, but we did not provide the data regarding the passport manipulations because it was never verified or investigated by the FBI.

(6) Out of the first 128,000 name checks we made for the Displaced Persons' Commission, derogatory data was furnished to the Commission only in 328 instances. A large portion of these 328 instances actually involved derogatory data against the sponsor in the United States. There was, however, a great deal of data not furnished to the Displaced Persons Commission because there was a question of identity which could not be resolved through our investigations, or because we have not verified the information due to the fact that it came from foreign sources or is not within our investigative jurisdiction.

The above represent examples of the cases we encounter among the approximately 2,500 name checks handled daily. While in many instances, exceptions, as dictated by good judgment are made, there are many instances where it would appear that the information would serve a logical purpose, but is not disseminated because the information is unverified.

After considerable discussion on the problem involved, Mr. Tolson suggested that the present policy concerning the dissemination of unverified be continued with the proviso that we bring up to date and stress the fact that these policies concerning the distribution of information are to serve as a general guide and that exceptions, based on judgment and common sense, are to be made, with approval; that Supervisors, Section Chiefs and Assistant Directors should be alert to recommend exceptions when they would protect the Bureau's interests and should be alert for other circumstances which would justify the Bureau's transmitting information if it would serve the Bureau's best interests.

Mr. Nichols voted with Mr. Tolson's suggestion.

Mr. Belmont suggested that all information found to be possibly identical with the subject of inquiries should be furnished to the intelligence agencies in the Government (Army, Navy, Air Force, Central Intelligence Agency, State Department, Immigration and Naturalization Service (including the Displaced Persons' Commission), the Department of Justice, and the Executive Offices of the White House), with certain exceptions as follows:



THE DIRECTOR

April 20, 1950

THE EXECUTIVES' CONFERENCE

~~REPORTING OF SECURITY FACILITIES TO THE BUREAU BY THE  
ATOMIC ENERGY COMMISSION~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/81 BY SP-5C/007

The Executives' Conference, Messrs. Ladd, Tracy, Harbo, Clegg, Carlson, Mohr, Nease, Glavin and Belmont in attendance on April 19, 1950, was advised that a problem was brought up by the New York Office in that the

Referral/Consult

This matter was discussed with the Atomic Energy Commission Security Division as a result of which, by memorandum dated April 13, 1950 to all Managers of Operations,

is to be transmitted to the Bureau Headquarters in Washington. At intervals of ninety days after May 1, 1950, a list of deletions and additions is to be transmitted to the Bureau in Washington.

The attached SAC Letter was approved by the Executives' Conference advising the field of the arrangements made with the Atomic Energy Commission in this respect. If it meets with your approval, it will be disseminated to the field.

Respectfully,  
For the Conference

Clyde Tolson

Tolson CC - Mr. H. H. Clegg  
Ladd Mr. J. P. Mohr  
Clegg  
Glavin  
Nichols AHB:tlc  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 64

INDEXED - 64

54 APR 29 1950

THE DIRECTOR

April 20, 1950

JOINT COMMITTEE

SUGGESTION NO. 410

EMPLOYER: MISS [REDACTED]

DENVER OFFICE

~~INDEXING~~ TITLES OF REPORTS

SAVINGS: None

AWARD: None

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
E. Scheidt  
A. Cornelius

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/15/90 BY SP5 CPH

SUGGESTION: That in the title of a report where the subject has two or more aliases, the aliases be listed in vertical columns rather than horizontally.

- ADVANTAGES:
1. Saving of considerable time in searching and indexing.
  2. Elimination of errors by the Chief Clerk's Office because of difficulties in reading and marking for indexing where the aliases were typed horizontally and close together.
  3. It would eliminate difficulty in deciphering each of the names.
  4. Index markings could be placed opposite each name without defacing the names.
  5. File numbers could be listed opposite individual names.

DISADVANTAGES:

1. It would on occasions involve the use of a continuation sheet.
2. Additional paper would be used in listing the names vertically.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee felt there was no reason to change the rule.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

AG:dgh

54 APR 29 1950

RECORDED - 64  
INDEXED - 64

66-2554-7682

DATE OF REMOVAL 4-29-50

TYPE  
MAIL

memo

SUBMITTED BY Executive Conference DATED 4-20-50

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 4708.

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/13/91 BY SP-56/BJH

b6  
b7C

REMOVED BY

FILE NUMBER 66-2554-7683

PERMANENT SERIAL CHARGEOUT

THE DIRECTOR

4/25/50

JOINT COMMITTEE

SUGGESTION NO. 399

EMPLOYEE: MISS [REDACTED]

BAITMORE OFFICE

FORM COMPARABLE TO FD-4

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/31/91 BY SP-5 [REDACTED]

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
E. Scheidt  
A. Cornelius

*Executives Conference*

*Use of*  
SUGGESTION: That a 3 x 5 routing slip be adopted for use in field offices in situations where it is unnecessary to use the standard FD-4 field division routing slip which is considerably larger. *Four*

ADVANTAGES:

1. Savings in paper.
2. When routing files from the Chief Clerk's Office and in transmitting files from one person's desk to another, the proposed 3 x 5 slip can be used rather than the present standard size.
3. In the inter-office routing of miscellaneous items, such as social security forms, the proposed routing slip could be used.
4. Considerable space would be saved in desks, supply cabinets and supply rooms.

DISADVANTAGES:

1. Additional cost resulting from the extra operations involved in setting up and printing a new form.
2. Increase in space required in desks, cabinets and supply rooms because of increase in number of different forms since a form would not be replaced.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

Info

RECORDED - 11

INDEXED - 11

57 APR 29 1950

APR 28 1950



THE DIRECTOR

4-20-50

Executives Conference

*mem*  
On 4-20-50, the Executives Conference, with Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Carlson and Clegg present, considered the suggestion that in automobiles equipped with two-way FM radios, since the glove compartment is not large enough to accommodate the control head equipment of the radio and also the first aid kit, it would be agreeable for the first aid kit to be placed elsewhere in the car, either in the trunk or on the shelf-like space immediately behind the rear seat. If this is approved, there is attached hereto an SAC Letter to this effect.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/13/81 BY SP-5C/KMP

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHG:DMG

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 11

INDEXED - 11

66-2534-7685  
APR 28 1950  
3

THE DIRECTOR

April 14, 1950

THE EXECUTIVES CONFERENCE

~~ALBUQUERQUE OFFICE REQUEST FOR RADIO EQUIPMENT~~

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/13/97 BY SP/89/24

On April 14, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Carlson, Rosen, F. T. McIntire, Nichols and Harbo, considered the requests of the Albuquerque Office for additional radio equipment as follows:

1. A 250-watt FM radio station to be installed in the field office with appropriate remote receivers and repeater transmitters to provide substantially complete two-way radio coverage for the entire State of New Mexico. The minimum cost for such an installation would be \$11,000 and might be substantially more. It would be necessary for a radio engineer to make a detailed survey of the State in order to ascertain specifically the equipment which would be needed to provide this type of coverage. The Conference noted that at the present time the Bureau has no installation of this exact nature, since the ten field offices in which we have installed 250-watt FM transmitters with the attendant remote receivers have been engineered to provide two-way radio communication limited to the metropolitan area of the headquarters city (within a radius of 20-25 miles of the headquarters office.)
2. Twelve 2-way FM automobile radios and 12 additional FM automobile radio receivers. This equipment would cost approximately \$9,300. Under this plan each of 12 field office automobiles would be equipped with two receivers and a transmitter which could transmit on either the Bureau frequency or the New Mexico State Police frequency. At all times when the automobile was in operation, one receiver would cover the Bureau radio frequency and the second receiver would handle the State Police frequency. By simply operating a switch on the control board the Agent could transmit on the Bureau frequency or the State Police frequency. Such a set-up can be used only when the two radio frequencies are quite close together as is true in this instance. The State Police frequency is 39.9 mc. and the Bureau frequency 40.18 mc. SAC Wyly proposes to distribute the equipment as follows: 6 in resident agency automobiles; 3 in road trip automobiles, and 3 in automobiles at Headquarters.
3. Four handie-talkies at a total cost of \$1,000. Two of these would be on the State Police frequency and two on the FBI frequency. At present, the Albuquerque Office has walkie-talkies on the Bureau frequency but has no such equipment on the State Police frequency. The advantage of the handie-talkies is that they are much smaller and lighter than the walkie-talkies and therefore can be carried by an Agent on foot for a longer period of time than one equipped with a walkie-talkie. The handie-talkie weighs less than 10 pounds whereas the walkie-talkie weighs in excess of 30 pounds.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr  
RTH:AF

36  
31 APR 29 1950

RECORDED - 6

INDEXED - 6

66-2554-7686  
APR 29 1950

RA  
(continued)

Womo Director

4/11/50

In justification of the recommended equipment, SAC Wyly points out that distances between cities in New Mexico are extremely great and the spaces are largely uninhabited. Many of the isolated areas are not equipped with telephones or other communications, and it is, therefore, at times impossible to locate an Agent for emergency purposes and sometimes it is impossible to locate an Agent in the northern part of the State for as long as 12 to 24 hours due to the fact that his car has become stuck in the snow or other unforeseen road or climatic conditions. The New Mexico State Police has modern up-to-date radio equipment with substantial two-way coverage of the entire State and they have repeatedly advised they will be glad to handle radio traffic for Bureau cars having equipment on the State Police frequency. Mr. Wyly believes that the equipment requested should be furnished Albuquerque due to the growing importance of that Division because of the location [redacted]

[redacted] as well as to enable the Bureau to maintain its position of leadership in law enforcement.

In view of the shortage of funds at this time, the Conference recommends as follows:

1. That no action be taken at this time with reference to the request for a 250-watt transmitter station or the request for handy-talkies.
2. That the following equipment be ordered immediately for Albuquerque at a total cost of \$2,600:
  - (a) Two 2-way automobile radios to operate on the Bureau frequency.
  - (b) Two 2-way radios plus two additional receivers so that the cars equipped with these will be able to handle 2-way communications either on the State police frequency or on the FBI frequency.
3. That SAC Wyly be instructed to maintain a detailed record of the use of the equipment which it is recommended be furnished to him and submit a report 60 days after receipt of the equipment for the Bureau's use in evaluating the equipment and giving further consideration to the unfilled portion of his present request.

It is pointed out that at the present time the [redacted]

[redacted] These transmitters are used for communication between the stations and also between the stations and the two field office automobiles presently equipped with 2-way radio on the Bureau frequency.

If the Director approves the Conference recommendation, the Albuquerque Office will be advised accordingly.

Respectfully,  
For the Conference

Clyde Tolson.

*I agree, but I want other equipment not now approved considered on July 1*

The Director  
The Executives Conference

April 14, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/81 BY SP-5 GJR

The Executives Conference of April 14, 1950, consisting of Messrs. Tolson, F. H. McIntire for Mr. Clegg, Tracy, Carlson, Harbo, Mohr, Belmont, Ladd, Nichols and Glavin, considered a request made by SAC Sloan of the Quantico Office for the purchase of a DoAll Contour Machine for the firearms repairman at Quantico so that he could utilize his man in repairing firearms and making tools for use in repairing firearms.

Sloan pointed out that in the past this type of work was done on the machine by the Marine Corps Machine Shop. However, due to the cutback in personnel, they cannot do this in the future for us. The machine would cost \$2,126.00.

The Conference unanimously recommends that the purchase of this machine be held in abeyance at this time due to the limited funds available in our appropriation; that it be set up for a period of forty-five days to determine if funds will be available at that time. If so, the order should be placed then. Otherwise, it should be placed after the beginning of the next fiscal year, July 1, 1950.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 6

INDEXED - 6

66-2537-7687  
APR 20 1950

CC: Mr. H. H. Clegg  
Mr. Mohr

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

WRG:VH

316  
APR 29 1950

April 17, 1950

THE DIRECTOR

EXECUTIVES CONFERENCE

NATIONAL ACADEMY APPLICANT  
DEPARTMENT OF CIVIL POLICE  
GUAM POLICE DEPARTMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5 CJP/HP

b6  
b7c

The Executives Conference on April 14, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Carlson, Nichols and F. H. McIntire, considered the application of the above captioned individual for attendance at an early session of the FBI National Academy. It was pointed out that one representative from the Guam Police Department had graduated from the last session.

The Conference unanimously recommended that this applicant not be considered for the next session of the Academy, but that his application be held in abeyance for approximately one year in view of the recent attendance of an applicant from this department.

Attached hereto are application to nominate representative to attend FBI National Academy and personal history record of the officer nominated to attend the FBI National Academy.

Respectfully,  
For the Conference

Clyde Tolson

Attachments

cc: Mr. Clegg  
Mr. Mohr

W. Mordagh

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_

RECORDED - 6  
INDEXED - 6

66-2534-7688

APR 29 1950

51 MAY 1 1950



The Director

April 19, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/91 BY SP-5C/pmf

The Executives Conference of April 19, 1950, consisting of Messrs. Ladd, Clegg, Carlson, Belmont, Mohr, Harbo, Tracy, Nease and Glavin, considered a communication addressed to the Director under date of April 12, 1950, by Mr. Lee R. Pennington, President of the G.A.R. Memorial Day Corporation, wherein Mr. Pennington points out that the G.A.R. Memorial Day Corporation, as part of the observance of Memorial Day, places flags and flowers on each grave of our service dead buried in the Arlington National Cemetery and other local and national cemeteries in and around Washington; that there are approximately 70,000 of our Nation's service dead buried in Arlington alone; that the expenses of these purchases are defrayed through voluntary donations.

CONTRIBUTIONS

The G.A.R. Memorial Day Corporation work is done voluntarily by members of the Corporation, there being no paid officers, directors or salaried employees. Mr. Pennington requests that this matter be brought to the attention of our employees so that those who may wish to have an opportunity to participate in this patriotic and civic work be permitted to do so, and that also their attention may be called to the fact that these services will be broadcast nationally, Tuesday, May 30th, of this year.

It was pointed out to the Conference that this is one of the organizations for which the Bureau has placed mite boxes throughout its space for voluntary contributions of 5¢ or 10¢, and that the reaction to this particular solicitation has in the past been very good.

The Conference recommends that the Bureau's previous policy of placing the mite boxes around Bureau space in connection with this solicitation be continued this year. Should the Director agree, the appropriate action will be taken.

Respectfully,  
For the Conference

RECORDED - 124

INDEXED - 124

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

WRG:VH

4/6  
1 APR 29 1950

66-2554-7689

APR 29 1950

EX-9



The Director

April 19, 1950

The Executives Conference

56707

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/13/91 BY SP-5 CJP/AMF

Comp # 323, 013

The Executives Conference of April 19, 1950, consisting of Messrs. Ladd, Clegg, Carlson, Belmont, Mohr, Harbo, Tracy, Nease and Clavin, again considered the request of the SAC of the Mobile Division that two radio transmitters and receivers be assigned to the Mobile Office, seven to Alabama and three to Florida, to be utilized by Bureau Agents assigned to that Division.

SAC Mumford has pointed out that the two-way radio communication facilities of the Highway Patrols of both Florida and Alabama have been utilized by the Bureau to advantage in emergency situations. In one instance in the recent past, these facilities were utilized to assist in the concentration of Agents for road blocks and apprehensions.

Mumford pointed out that in many instances, both in the Northern District of Florida and in the Southern District of Alabama, which is handled by the Mobile Division, the country is very rural and many times no telephone facilities are available. He pointed out that a receiving set alone tied in with the States Highway Patrol would not be of any particular advantage since a message could be put out on the air for an Agent to contact his office, but the Agent might be miles away from a telephone and it would be necessary for him to proceed to the nearest phone to let the Highway Patrol and the office know that he had received the message. Mumford points out that the Highway Patrol Dispatcher would keep on transmitting the message for the Agent to get in touch with his office until he was advised that the Agent had received the message, and he, Mumford, felt that this would be an unreasonable burden to put on the Highway Patrol communications facilities. The Conference was advised that sometimes there will be no phones within a distance of from ten to twenty miles, which would mean considerable travel to be necessarily made by an Agent in responding to a radio call if he had only a receiver in his car rather than a receiver and transmitter. **RECORDED - 124** **INDEXED - 124** **66-2554-7690**

Mumford points out that he is not desirous of having this equipment in the urban areas, but feels it is absolutely necessary in the rural areas. He feels that it is necessary on emergency jobs covering apprehensions, road blocks and such, and feels that the Bureau should not be put in the position of having to go to either of the Highway Patrol agencies requesting their assistance in radio communication in these particular instances. He points out further that the Police officers of both Florida and Alabama are amazed that the Bureau does not have two-way radio equipment in all of its cars since most of our other equipment is so up to date.

It was pointed out by Mumford that both the Alabama and Florida agencies are going to change their frequencies in June or July of this year and that any sets purchased should be able to handle

CC: Mr. H. E. Clegg  
Mr. Mohr

Memorandum for the Director

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the new frequencies to be utilized by these agencies. It appears that the broadcasting facilities both of the Florida agency and the Alabama agency have been made available to the Bureau and they can cover the rural areas in the Mobile Division without difficulty.

The Conference recommends that rather than giving the Mobile Division seven two-way sets for Alabama and three for Florida, that at the present time we give two sets to Mobile on the Florida frequency and two sets on the Alabama frequency and that the Special Agent in Charge be instructed to observe the advantages of these sets for a period of sixty days and to then further advise the Bureau at which time final consideration will be given to the desirability of procuring the additional sets for that Division. Should the Director agree, the necessary sets will be purchased. They will cost approximately \$25.00 each.

Respectfully,  
For the Conference

✓  
Clyde Tolson

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